Newcastle West End Foodbank

Environmental Sustainability Policy

Version No.: 2
Effective From: 23 July 2020
Review Date: 23 July 2021

Signature:	Signed by:	Position:	Date:
	Rev D Coad	Chairman	22/07/2020

1 Introduction

Newcastle West End Foodbank (WEFB) recognises that it has a responsibility to the environment beyond legal and regulatory requirements. WEFB are committed to reducing its environmental impact and continually improving its environmental performance as an integral part of its business strategy and operating methods, with regular review points.

WEFB aspires to minimise its impact on the environment, and maximise the effective use of resources, by increasing communication and awareness of its efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, volunteers and users at all levels.

2 Responsibility

The CEO is responsible for ensuring that the environmental sustainability policy is implemented. However, all employees and volunteers have a responsibility in their area to ensure that the aims and objectives of the policy are met.

All employees and volunteers also have a personal responsibility for the way their conduct impacts on this policy and should take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

3 Policy aims

WEFB endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employees' and volunteers' awareness and training.

4 Waste Management Principles

The management of waste throughout the WEFB is based on the following principles, which are in order or preference priority:

4.1 Reduction

Wherever possible reduce the purchase and use of single use items, examples include none-rechargeable batteries, catering disposables.

4.2 Re—use

Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture, computers and peripherals, equipment.

4.3 Recycling

Be aware of any Foodbank initiatives; support them and encourage other members of the Foodbank, and its clients, to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market.

4.4 Risk Minimisation

Minimise risks of immediate and future pollution or harm to human health.

4.5 Responsibility for General Waste

Responsibility for the disposal of general waste, that is waste, which is a by-product of every day activities, rests with the CEO. The CEO is responsible for ensuring that the aims outlined above are known and achieved.

4.6 Confidential Waste

The disposal of confidential waste is the responsibility of the CEO and is to be undertaken in a manner approved by the Foodbank. In disposing of confidential waste due reference should be made to the General Data Protection Regulations. This responsibility cannot be delegated or passed to other Foodbank personnel.

5 Paper

- WEFB will minimise the use of paper in the office, for example, by only making hard copies of documents where it is absolutely necessary, and defaulting to double-sided printing, otherwise distributing information electronically whenever possible.
- WEFB will seek to buy recycled and recyclable paper products.
- WEFB will reuse and recycle all paper where possible.

6 Energy and water

- WEFB will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

7 Office supplies and equipment

- WEFB will evaluate if the need can be met in another way.
- WEFB will evaluate if renting/sharing is an option before purchasing equipment.
- WEFB will evaluate the environmental impact of any new products WEFB intend to purchase.
- WEFB will favour more environmentally friendly and efficient products wherever possible.
- WEFB will reuse and recycle everything whenever possible.

8 Transportation

- WEFB will reduce the need to travel, restricting to necessity trips only.
- WEFB will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- WEFB will make additional efforts to accommodate the needs of those using public transport or bicycles.
- WEFB will endeavour to reduce fuel consumption in its vehicles and maintain them to ensure ongoing efficiency.

9 Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in refurbishment will be as environmentally friendly as possible.
- WEFB will only use licensed and appropriate organisations to dispose of waste.

10 Culture

- WEFB will involve staff and volunteers in the implementation of this policy, for greater commitment and improved performance.
- WEFB will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- WEFB will provide staff and volunteers with relevant environmental training.
- WEFB will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- WEFB will use local labour and materials where available to reduce CO2 and help the community.

11 Equality and Diversity

WEFB is committed to ensuring that it treats its employees and volunteers fairly equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation. This policy has been appropriately assessed.

12 Monitoring and Compliance

WEFB will maintain effective monitoring systems to ensure implementation of this policy, including the following:

Standard/ process / issue	Monitoring and audit			
	Method:	**By:**	**Reporting to:**	**Frequency:**
Reduced use of paper, energy, water, fuel and increased level of recycling	Report on annual usage, progress made and future plans	CEO	Board of Trustees	Annually

13 Amendments Table

Version	Effective From	Date of Review	Changes made
1	18 November 2019	June 2020	First Issue
2	23 July 2020	July 2021	Inclusion of paragraph 4 Waste Management