

Waterwise Environment Policy and Action Plan April 2010 to March 2011

1. Principle: Comply with all applicable environmental regulations and prevent pollution

Aim: Investigate applicable environmental legislation and ensure compliance through the following measures

- Set up a Register of Legislation
- Check compliance with legislation
- Rectify any non-compliances

Target: Set up a Register of Legislation and ensure compliance by April 2011.

2. Principle: Sustainable resource consumption

Aim: Minimise the use of water, materials and energy through the following measures

- Turn off lights and electronic equipment when not in use (no overnight standby mode unless required for home working)
- Where feasible, open and close windows in place of using air conditioning and heating
- Where possible, ensure host building has water-efficient fittings
- Where possible, use low-energy appliances, including lights and fridge
- Where possible, use natural lighting
- Use dishwasher only when full

Target: Set out a plan to engage sustainable behaviour by employees between April 2010 and March 2011.

3. Principle: Sustainable Waste Management

Aim: Minimise the production of waste through the following measures

- Ensure waste carrier is appropriately licensed
- Re-use materials where possible (including through sale)
- Seek to recycle all materials not re-used
- Only print when necessary
- Recycle all batteries and CDs through recycling points in host building

Target: Monitor office waste and recycling production per employee between April 2010 and March 2011, perform waste audit and prepare actions for implementation after April 2011.

Principle: Sustainable Transport

Aim: Minimise the atmospheric emissions arising from transport through the following measures

- Where practical, promote the use of public transport, cycling or walking and minimise the use of private vehicles and non-green taxis for travelling to work and for business purposes: provide staff loans for bikes
- Travel by rail rather than plane or car where possible
- Use electronic conferencing in order to minimise business travel
- Investigate the possibility of a carbon-neutral conference
- Offer flexible working practices which allow employees to minimise their home-to-work transport, for example through home-working

Target: Monitor staff business travel between April 2010 and March 2011 (based on expenses and credit card claims), investigate options for improvements and implement action plan after April 2011.

4. Principle: Sustainable Procurement

Aim: Where possible and financially viable, ensure sustainability in our supply chain and with our project partners, sponsors and stakeholders, through the following measures

- Use recycled paper
- Wherever possible seek to purchase recycled and environmentally-friendly promotional items – for example through recycling old Waterwise banners and having them reprinted, organic t-shirts and recycled business cards
- Look to work with firms with strong environmental policies in place
- Actively seek to engage local businesses with similar interests
- Use local businesses – in particular, caterers
- Use sustainable printing businesses, and local printing businesses for smaller amounts and use waterless printers for big publications

Target: Monitor purchases between April 2010 and March 2011, and identify key purchases/suppliers and investigate options for improving sustainability of these.

5. Principle: Sustainable People and Relationships

Aim: Provide a good environment for employees through the following measures

- Offer flexible working practices, with all staff members treated equally and with respect
- Offer value for money to project partners, sponsors and stakeholders

Target: Send out questionnaire to all employees requesting feedback on Waterwise policies and implementation of these policies.

Target: At the end of each project, send out questionnaire to all project partners, sponsors and stakeholders to gain feedback on Waterwise contributions, value for money etc.

6. Principle: Development and communication of EMS

Aim: Communicate relevant aspects of EMS to all stakeholders, along with details of how this will affect them, through the following measures

- Involve employees in development and implementation of EMS, with responsibilities delegated throughout team as needed
- Appoint staff to monitor targets
- Allow employees to attend environmental management training if needed/desired

Target: Communicate environmental policy to all stakeholders (for example via e-newsletter)

Target: Set up a Waterwise EcoTeam

Target: Table EMS as regular team meeting item

Target: Add the Environmental Officer's responsibilities to their job description.