

Merton Mencap

**Environmental
Policy & Procedure**

August 2017



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Environmental
POLICY & PROCEDURE

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted: 2 November 2011

Reviewed: 24 July 2012

Reviewed: 14 August 2017

Merton Mencap

Environmental POLICY & PROCEDURE

Policy

Merton Mencap understands the importance of looking after our environment and adopting 'green' practices throughout our business. This document sets out the charity's commitment to saving energy and reducing consumption and waste.

Merton Mencap will ensure resources are used efficiently and responsibly. It is the policy of Merton Mencap to consider any services Merton Mencap purchases (or uses without charge) in relation to the following:

- Quality of product/service
- Location
- Time
- Cost
- The impact on the environment

Merton Mencap will seek to obtain best value whenever purchasing services, avoiding poor quality and false economy and, where appropriate, obtain comparative quotes before making purchases.

Procedure

In the Merton Mencap office, we will:-

- turn off the lights overnight and not use lighting unnecessarily during bright daylight hours
- turn off all office equipment overnight
- ensure heating is turned off when not required, where possible
- ensure portable electronic equipment is only charged for the time needed and is not left plugged in unnecessarily
- place signs by printers and photocopiers which remind staff not to use unless necessary
- include an alert on the signature strip of all emails sent by office staff to remind others not to print the email unless necessary
- include facilities to store bicycles at the premises, to encourage office-based staff to cycle to work rather than drive
- provide mugs and glasses for all drinks, and ensure that any disposable cups required for special office-based events are made from recycled materials

- ensure the office environment is kept tidy to enable effective daily cleaning

In respect of office supplies and their use, we will:-

- only order recycled paper products, where appropriate
- maintain a stationary store, only ordering the necessary quantity of supplies, re-using old folders and files and other stationary equipment, where possible
- encourage staff to use the reverse side of old documents for scrap paper or drafts
- use a recycle container for waste paper
- ensure printer and toner cartridges are recycled
- use rechargeable batteries, not disposable batteries, for equipment requiring them
- communicate via e-mail rather than via hard copy correspondence, where possible
- ensure that any local cleaning products ordered and used by Merton Mencap staff for office use are chemical-free
- use electronic copies of documents for meetings where possible (e.g. Executive Committee Meetings)

In respect of our services and activities running at other premises or in the community, we will:-

- follow any local arrangements for recycling which may be available to us
- ensure arrangements exist for the safe disposal of clinical waste
- ensure litter is properly disposed of, by either following local arrangements or by ensuring litter is returned to the Merton Mencap office for disposal

Internal audit guidance

Check	Evidence
Are all office staff aware of this policy and the provisions within it?	Ask staff
What steps do staff take to be green?	Ask staff to provide examples?
Are we getting best value for money and being kind to the environment?	Check purchase records and speak to senior staff?
Are we obtaining quotes before making purchases?	Check purchase records and speak to senior staff?
Are we purchasing items of good quality (eg with British kite marks)?	Check purchase records and speak to senior staff?