



Environmental policy

Updated January 2011

1. All of us who are involved in any way with Planning Aid Wales realise that by carrying out our everyday work we have an influence on the environment. Planning Aid Wales is aware of the need to reduce climate change emissions and will endeavour to keep the organisation's energy use as low as practicable. We also recognise the need to reduce consumption of materials created through the application of unsustainable processes and non-renewable sources and this will be reflected in our purchasing procedure.
2. We will commit to adopting working practices that will help to have a positive effect, assist towards continued environmental improvement, prevent pollution and reduce unavoidable negative influences caused by our activities.
3. This environmental policy covers all aspects of our operation. In particular Planning Aid Wales will seek to:
 - a) reduce the amount of waste generated by re-using and recycling where possible.
 - b) avoid consumption of resources where such activity is wasteful or unnecessary.
 - c) re-use materials where this is appropriate (e.g. re-using single-sided printing paper, re-using envelopes for Board members and volunteers.)
 - d) recycle or compost as high a proportion of waste materials as is reasonably practicable.
 - e) use energy and water in an efficient way.
 - f) turn off electrical appliances when not in use (not keep them on standby).
 - g) ensure lights are turned off when rooms are left empty.

- h) keep the amount of water heated in kettles to the minimum required.
- i) where possible, purchase electricity and equipment from producers who offer green energy tariffs and whose products have a high energy efficiency rating.
- j) report dripping taps to the appropriate persons and seek repairs as soon as practicable.
- k) reduce the impact of vehicle emissions by encouraging the application of sustainable principles to travelling and arranging meetings. As part of this we will avoid travelling as much as possible by using video conferencing, teleconferencing or email communications.
- l) support policies aimed at creating greater awareness of the need to adopt sustainable lifestyles.
- m) when travel is unavoidable, use the most sustainable form of transport which is available and practicable. Anyone wishing to travel by air on Planning Aid Wales business should seek the prior permission of the Chair or in his / her absence the Treasurer.
- n) provide training and regularly update staff on good environmental practice aimed at improving our environmental performance.
- o) provide environmental education as part of employees' induction programme.
- p) ensure full compliance with environmental legislation relevant to the organisation's activities.
- q) ensure organisations we associate with are aware of our policies.