

# **Transition Cambridge Environmental Policy**

The Environmental Policy aims to outline measures Transition Cambridge will take to reduce, reuse and recycle materials used within the organisation. It will also outline its policy on purchasing.

## **Policy Statement**

Transition Cambridge will:

- Aim to minimise the use of all materials, supplies and energy used by the organisation
- Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
- Publicise our environmental position and encourage others we work with to adopt similar environmental policies
- Aim to include environmental and ethical considerations in purchasing and tendering out services

## **Waste reduction**

- Use of both sides of paper
- Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing)
- Circulation or display of non-urgent memos or information, as opposed to printing multiple copies.
- Provision of proper cutlery, crockery and napkins for use by staff and visitors in preference to disposables

## **Waste reuse**

- Purchase of second-hand furniture and similar items whenever feasible
- Saving and reusing envelopes where possible
- Printing draft documents on the back of paper which has already been used on one side

## **Recycling**

- Recycling all materials where local facilities (free or otherwise) exist
- Collecting toners and cartridges for remanufacturing

## **Energy and water consumption**

- Use of low energy light bulbs

- Use of power-down features on electronic equipment
- Turning off lights and heaters when not needed, and use of adequate insulation
- Use of primary fuels over secondary fuels
- Use of rechargeable batteries in preference to non-rechargeables
- Responsible use of water with minimal wastage

### **Purchasing**

- Purchase of products containing recycled material including for leaflets and posters where possible, and stating the percentage of post-consumer waste on all publications and headed stationery
- Purchase of remanufactured toner cartridges and re-ink ribbons where possible
- Buying in bulk to reduce packaging waste
- Buying in returnable and refillable containers where possible and appropriate
- Specifying the use of proper crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at meetings and events.
- Purchase of environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those unnecessarily bleached or dyed

### **General office environment**

- Maintaining the office as a pleasant and effective working space
- Encouraging the use of plants (and the proper care of these)
- Carrying out an annual office tidy-out and waste amnesty
- Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.
- Encouraging the use of cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals