

## **6.8 The Care Trust Environmental Policy**

The Care Trust ('TCT' or 'The Company') strives to promote good practice in all of our work. Whilst the Company does not have an environmental remit, TCT places sustainability as a key value. It recognises that it has environmental responsibilities and therefore operates its office and fundraising operations, as far as practicable, in a way that conserves the natural environment.

### **Procedures**

#### **General principles**

The purpose of this internal document is to provide guidance on how to minimise TCT's impact on the natural environment.

#### **Wastage: Minimise consumption - Use less**

TCT has a policy of minimum waste, which is essential to the cost-effective and efficient running of all our operations.

TCT is implementing a paper-less new Contributor enrolment model, using mobile technology for capturing and signing direct debit mandates at the doorsteps.

You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this.

#### **Easy-to-follow guidelines:**

- Print only if you have to, always two sides and use the draft printing option wherever possible
- Board members, staff and other contractors using TCT systems are encouraged to use Sharepoint and the RDS, secure systems that don't require printing
- Reduce stationery wherever possible
- Remove reusable items or parts before disposing of any waste
- Handle machines, equipment and stock with care, minimise wastage

- If you're taking food out and bringing it back to the office to eat, refuse plastic cutlery - use the cutlery we have in the office
- No single-use plastic in the offices where possible. It can be unavoidable, but where we can, please avoid plastic bottles and disposable single-use cups
- Only use couriers if absolutely essential – then use cyclist couriers whenever possible
- Turn on the lights only in the rooms you need. Turn off any unnecessary lighting, but always keep the lights on the stairs on.
- Unplug all electronics at night which are safe to be powered down and do not leave anything 'on charge' overnight, eg ipads, phones, batteries, laptops, etc.
- Wherever possible, use energy-efficient light bulbs
- Switch off electrical equipment when not in use
- Keep doors closed whenever possible
- Do not allow taps to drip

## **Recycling**

Where possible, use recyclable goods and recycle what you use.

This includes consideration of:- Stationery; Office bins; Kitchen bins; Cleaning products

## **Eco-friendly transport**

Minimise car or taxi use and use car-sharing for business trips, where possible. TCT encourages the use of bikes and public transport for work-related trips.