# Environmental Policy

The Environmental Policy aims to outline measures Alumot will take to manage the environmental impacts of how we operate. This will include how we reduce, reuse and recycle office waste within the organisation, how we reduce our carbon Footprint, and also our policy on purchasing and awarding tenders to organisations.

## Policy Statement

Alumot 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
* Minimise the need to travel by car

## Waste reduction

* Use of both sides of paper wherever possible
* 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).
* Provision of proper cutlery and crockery for use by staff and visitors in preference to disposables.
* Minimise printing of meeting papers where possible.

## Waste reuse

* 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 power-down features on electronic equipment
* Turning off lights and heaters when not needed, and use of adequate insulation
* Responsible use of water with minimal wastage

## Purchasing

* Purchase of products containing recycled material for office use, Purchase of remanufactured toner cartridges 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, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars 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 cleaning staff to use 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

## Green Travel

* Look at alternative ways of travelling to meetings such as car sharing
* Encourage staff, volunteers and participants to choose lower-impact travel alternatives, like cycling and public transport
* Organise meetings/events in a central location accessible by different forms of transport
* Set up meetings in one location on same day to minimise travel and improve use of time

Last reviewed on November 2022.