



Triple A Project Environmental and Sustainability Policy

Aims

- To conserve energy.
- To conserve water.
- To minimise and effectively manage waste.
- To promote sustainable transport options.
- To conserve materials and resources.
- To safeguard environmental sustainability when delivering services.

Actions

1. Energy Use

We will:

- monitor our energy usage on an ongoing basis.
- ensure all lights and electrical devices are switched off at the end of the day.
- use energy-efficient light bulbs wherever possible.
- purchase and use energy-efficient equipment wherever possible.
- use a thermostat to regulate and maintain indoor temperature.
- reduce heating when the building is not in use.

2. Water Use

We will:

- monitor our water usage.
- turn off or repair dripping taps.

3. Waste Management

We will:

- recycle cardboard, glass, paper, and plastics.
- recycle printer cartridges.
- ensure hazardous items (e.g., chemicals, fluorescent tubes, batteries, electrical items) are disposed of safely (and recycled where possible).
- use environmentally friendly cleaning products and other products such as e-cloths.
- where possible donate unused food

4. Transport

We will:

- coordinate meeting timings and locations to minimise travel.
- hold remote (online) meetings where possible to minimise staff travel.*
- ensure staff only attend meetings when necessary.*
- use local cleaners, food suppliers, maintenance, and service professionals where possible to reduce their transport use.

5. Materials and Resources

We will:

- monitor our use of printed publicity materials and minimise this where possible, using digital versions wherever possible.
- track paper printing to ensure unnecessary printing is not taking place.
- use double-sided printing and back-to-back photocopying to minimise use of paper.
- use recycled printer paper whenever available.
- distribute meeting agendas and minutes electronically.
- minimise the printing of reports and documents.
- buy products manufactured from recycled waste where possible.
- use rechargeable batteries where possible.
- use fairtrade tea and coffee, and other products.

Accountability

The implementation of this policy will be ensured by Tallis Andrews:

- Clear communication to staff at induction and on an ongoing basis of the contents of this policy.
- The appointment of a trustee to supervise our environmental performance.
- The inclusion of environmental issues as an agenda item at trustees' meetings at least twice a year.
- Specific responsibilities and actions will be allocated to staff members to ensure they are implemented.