

Policy Title	YFNW Environmental Policy Version 2.0
Author	Youth Focus NW
Approved by	The Board of Trustees
Audience	<ul style="list-style-type: none"> ● Staff Team ● Volunteers ● Associates ● Board of Trustees ● Partners ● All associated with the working of the Charity
Release date	Dec 2020
Review date	Dec 2022

YOUTH FOCUS NW (YFNW) will comply with all laws and regulations which aim to protect the environment. We will seek to comply with all recognised codes of practice, including those which seek to minimise the Charity's impact on the environment.

We recognise that waste management and conservation of resources includes the following:

- Reuse and/or recycle materials and equipment where possible and practical
- Identifying and using recycling facilities
- We recognise that the conservation of energy is an important part of an environmental policy.
- We recognise our obligation to minimise health risks to service users and staff.

Policy Aims (energy):

- Turning lights out when not needed
- Ensuring that electrical items such as computers are not left on standby, unless absolutely necessary
- Kettles will not be overfilled
- Staff will be encouraged to use public transport or vehicle share where possible. We recognise however that this is not always practicable due to time restraints or service availability.
- Electrical items that are safe to turn off will be if the office closes for over a week – such as the Christmas and New Year holiday period.

Aims (waste management)

- Waste recycling and separation will be encouraged – YOUTH FOCUS NW operates a recycling system for: paper, cardboard, aluminum cans and plastic bottles.
- We will reuse paper where possible for drafting documents.
- We will reuse stationery items such as plastic wallets and folders where possible.
- Where practicable, we will endeavour to purchase and use recycled printing and note paper.
- We will actively promote and discourage the use of single use plastic.

Purchasing:

- We will aim to use eco-friendly cleaning products and keep the use of aerosols to a minimum.
- We will not purchase goods made of tropical hardwoods.
- We aim to purchase resources made from recycled materials

General:

- This policy is available for all staff
- We expect any organisations that we sub-contract or work with to have an environmental policy that reflects that of YOUTH FOCUS NW.
- This policy will be reviewed every 2 years and any amendments explained fully.