

Environmental Policy

cHRyos HR recognises its responsibility to the wider community in many ways and a key element of this is to ensure that the organisation manages all its resources effectively and efficiently and minimises negative impact. This will include principles on the selection and purchase of products and services.

There are 3 aspects to the environmental policy:

1. Energy efficiency
2. Waste minimisation and recycling
3. Purchasing principles

cHRyos HR expects that all staff will adopt and implement these principles throughout their work and will act as champions of good practice for cHRyos HR.

This policy and its implementation will be monitored on a regular basis and reviewed biennially to see if it still meets the needs of the organisation and takes account of the latest examples of good practice.

1. Energy Efficiency

Improving energy efficiency brings benefits at 2 levels:

1. Reducing costs for the organisation
2. For the environment

Bringing benefits in:

- *Reduced emissions of greenhouse gases*
- *Reduced use of non-renewable energy sources*

Suggestions for minimising energy use by cHRyos HR include:

- Turning heating down rather than opening windows or using fans
- Setting the refrigerator thermostat to an adequate chilled, but not too cold, level
- Switching off room lights when not in use, closing doors to retain heat
- Using low energy light bulbs/fluorescent tubes
- Switching off all electrical equipment when not in use, unless to do so may cause damage to equipment or systems. Where the option exists, equipment should be set to go into standby mode after an appropriate length of non-use.
- Switching taps off completely and reporting any leaks or faulty washers as soon as practicable to the Buildings Manager for repair
- Only filling the kettle enough for immediate use
- Not using batteries when a mains power supply can be used
- Using rechargeable batteries where possible

2. Waste Minimisation and Disposal

Reducing waste also brings benefits at 2 levels:

1. To cHRyos HR
2. To the environment

For the environment less waste means:

- Less landfill
- Less transportation which adds to congestion and pollution
- Less dumping of non-biodegradable materials
- Less dumping of bio-degradable materials which emit greenhouse gases

Suggestions for minimising waste created by cHRyos HR include:

- Ensuring that all recyclable and reclaimable materials are sent for recycling
- Using paper printed on one side only for scrap paper
- Using scrap paper rather than notebooks/pads for written draft work
- Disposing of toner cartridges for recycling / refilling
- Where possible using double-side printing and photocopying to minimise paper use
- Using wider community schemes such as mobile phone recycling schemes
- Offering unwanted furniture and equipment to other groups before disposal and if possible, disposing to furniture/equipment schemes
- Not using CFC based aerosol cans

3. Purchasing Principles

Adopting an environmentally friendly purchasing policy has 2 objectives:

1. To ensure that cHRyos HR purchases products which minimise damage to the environment
2. To persuade suppliers to offer products which minimise damage to the environment

It is the policy of cHRyos HR to purchase products and services which minimise damage to the environment.

Suggestions for implementing this policy include:

- Purchasing products made from recycled materials or derived from sustainable sources including:
 - Paper products
 - Wooden Furniture
- Purchasing products which minimise environmental pollution or damage including-
 - Biodegradable cleaning products
 - Organic food
 - Avoiding genetically modified food products
 - Avoiding unnecessary packaging

- Opting for local producers and suppliers to reduce transportation

The purpose of this policy is not to make perfect decisions, but to create a mindset that thinks about the issues and tries to make informed decisions. It is recognised that price is also a factor, and many 'environmentally friendly' goods and services are more expensive than their industrialised counterparts. Some are simply not up to the job and should therefore be avoided.