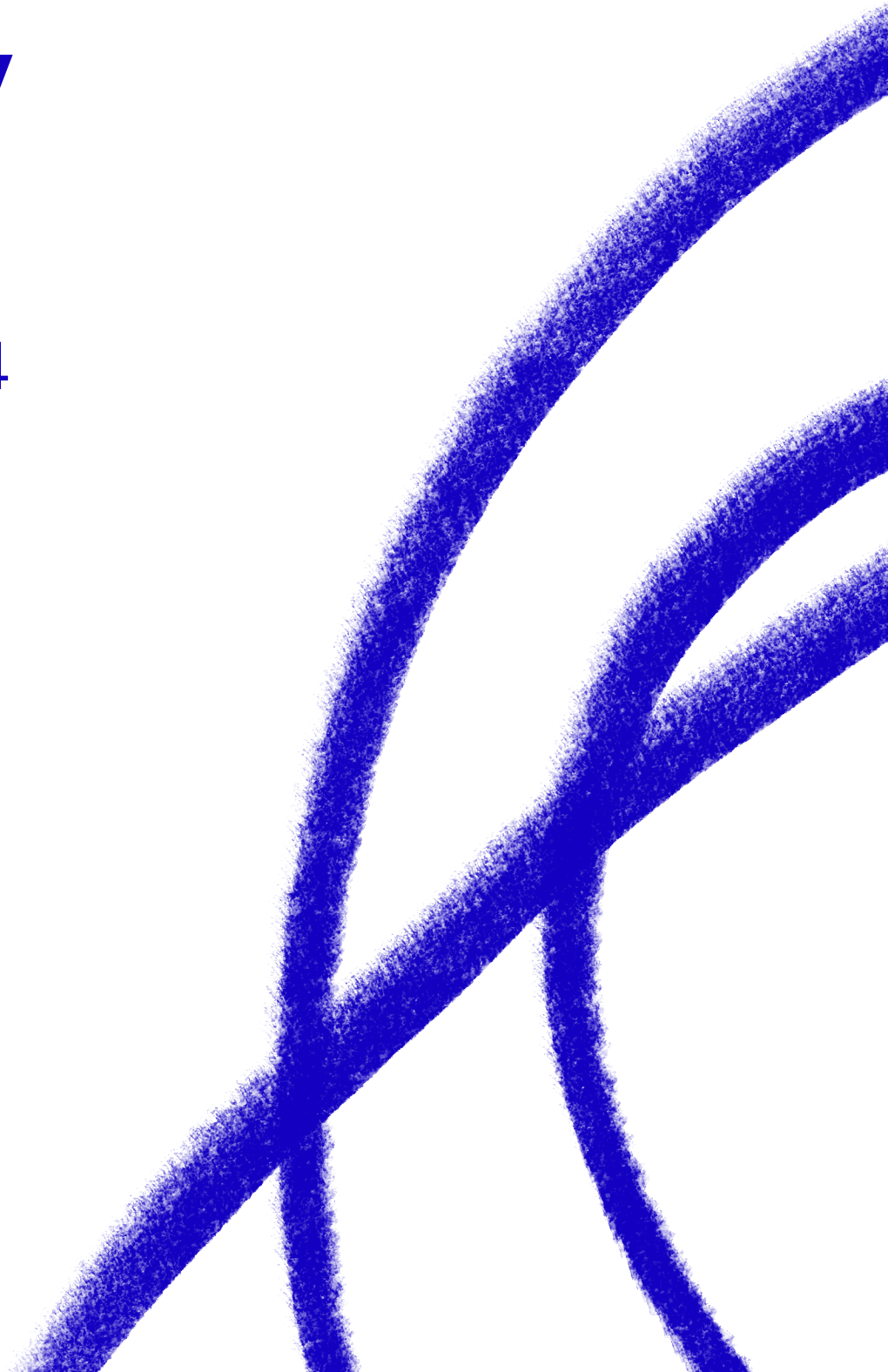


Environmental Policy

Version 1.1
April 2024



Environmental Policy

Title	Environmental Policy
Version	1.1
Author	Steven Bancroft, Business Development Director & Corporate Services
Date first published	August 2023
Previous review dates	April 2024
Next review date	April 2025
Review schedule	This policy will be reviewed every one year, or in line with organisational or legislative changes
Responsibility	Business Development Director & Corporate Services
Responsibility for development, review and implementation	Executive Leadership Team
Target audience	All staff, volunteers, associates, contractors and students on placement with Mind in Bradford
Accessibility	<p>Staff: OneDrive – Shared Staff Folder – Policies & Procedures</p> <p>Volunteers: People HR</p> <p>Clients and others: Mind in Bradford website</p> <p>If you would like this policy in another format, such as large print or audio, please contact us on 01274 730815 or at email admin@mindinbradford.org.uk or speak to a member of staff</p>
Associated policies	

1. Introduction

Mind in Bradford recognises the importance of sustainable development for future generations and that its decisions and actions affect society and the economy, as well as the environment and natural resources.

In addition, Mind in Bradford recognises that commercial and business operations impact on the environment and is committed to minimising the negative impact of its activities on the environment wherever practicable.

We operate in a reasonable manner to ensure that environmental management is integrated in all of our business processes, which allows us to manage our environmental performance in such a way as to allow it to contribute to improved environmental quality. As such, Mind in Bradford is committed to promoting sustainability and aims to promote good sustainability practice and reduce the impact of its activities and services.

The purpose of this policy is to set out how we will demonstrate our commitment to sustainability and leadership for environmental management.

2. Objective

The objectives of the policy are to

- a. Comply with, and where appropriate exceed all relevant UK and European legislation, regulations and codes of practice, including ISO 14001.
- b. Identify and reduce the carbon footprint* of our business activities, setting meaningful annual targets via robust accounting methods as we move towards an overall ambition of becoming a net zero** organisation by 2050
- c. Continuously improve our environmental performance and integrate environmental management into our business operations.
- d. Integrate sustainability into all business decisions.
- e. Increase the awareness and understanding of sustainability amongst staff and ensure they are committed to improving it.

- f. Minimise the impact of all office and transportation activities.
- g. Ensure environmental criteria are taken into account in the procurement of goods and services.
- h. Encourage the purchase of goods which have minimal impact on natural resources.
- i. Make clients and suppliers aware of the policy and encourage them to adopt sound sustainability practices.
- j. Review and continually strive to improve sustainability performance.

**Carbon footprint - a measure of the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community.*

***Net zero - the balance between the amount of greenhouse gas that's produced and the amount that's removed from the atmosphere.*

3. Implementation

Mind in Bradford has appointed the Corporate Services Director as the responsible officer, who has responsibility for ensuring ongoing performance against agreed targets, identification of environmental risks, and implementing sustainability measures.

In March 2024, we formed a group of 'Environmental Champions' made up of staff and volunteers to help drive our overall ambition towards becoming a net zero organisation by 2050. Their role is to:

- Carry out a carbon accounting exercise annually to calculate our current carbon footprint.
- Identify annual targets for carbon reduction and associated action plans to meet these commitments.
- Inform and support staff and volunteers of the standards expected of them.
- Develop resources for people who use services and external communications to raise awareness with the general public.

4. Commitment

In order to implement the policy, during the period 2024-2028, Mind in Bradford will as a basic set of guiding principles:

1) Travel and Meetings

- Discourage non-essential use of private cars and promote the use of public transport.
- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive
- Encourage efficient timings of meetings to avoid multiple trips.
- Use a virtual meeting platform such as Microsoft Teams / Zoom where appropriate and available.

2) Office Equipment

- Purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.
- Purchase recycled paper.
- All redundant office equipment will be for reused or recycled.
- Purchase products and use suppliers locally wherever practical.
- Purchase fair trade and /or organic beverages wherever practical/affordable.

3) Consumption of Resources

- Promote awareness of waste minimisation and recycling amongst staff.
- Minimise use of paper and other office consumables
- Reuse or recycle office waste, including office paper and toner cartridges.
- All glass, cans and plastic bottles will be recycled.
- All lighting to use low energy bulbs.
- Ensure office equipment is set to standby when left for a short period and equipment is turned off overnight.

4) Working Practices

- Create a healthy working environment including having plants in the office.
- Ensure good housekeeping.
- Enable and support hybrid working flexibility

5) Environmental Management

We will:

- a. Comply with relevant environmental regulations and legislation.
- b. Educate and train employees in environmental issues and the effect of their actions.
- c. Communicate the importance of environmental issues to our clients and suppliers.
- d. Recycle material where applicable and appropriate.
- e. Minimise waste and dispose of it in an environmentally conscious way.
- f. Use environmentally preferable products and materials.
- g. Manage energy, materials and water effectively.
- h. Ensure that the policy is made available to all employees, clients and suppliers.
- i. Review our environmental policy regularly to ensure continued improved performance.



Your local mental health charity in Bradford, Airedale, Wharfedale and Craven