# Policy Appendix - Environment Management

The purpose of this document is to set out the detail of WEA's approach to environment management in support of the environmental sphere of WEA's Sustainable Development Policy. A copy of WEA's Sustainable Development Policy is located on WEA's Website and Staff Intranet.

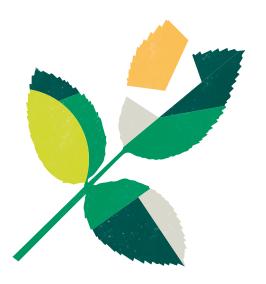
**Scope:** All WEA staff, volunteers, premises, physical resources, other stakeholders (including partners) education and projects delivery and provision, and back office support services and operations.

# Minimal waste and responsible disposals

- Only buying and using items which are absolutely essential
- Hold a pool of equipment and other physical resources which can be deployed throughout the organisation
- Whole life-cycle considered in procurement and tendering activities
- Avoiding the use of single use/disposable items, e.g. plastic cups and catering items
- Encourage students to bring in their own resources and to recycle any unwanted/ unused class consumables
- Recycling facilities in place in our premises for paper, cardboard and ink cartridges, and other recyclable materials as appropriate
- Inclusion of recycling and upcycling courses in our educational courses offer

### Responsible use of resources

- Compliance wth WEEE and other environmental frameworks and regulations
- Sustainability policy and practices part of the scored criteria in tender processes for supplier selection
- 'Green' and 'environmentally friendly' stationery used as standard



- Use of electronic communication and online materials wherever possible
- Fair trade products used where these are available and practical
- Students encouraged to consider sustainability and use of resources for the classroom

# Efficient use of energy and water consumption

- Physical resources selection includes energy efficiency considerations
- Energy awareness initiatives in place in premises for example powering/turning down unused appliances, heating and lighting
- Students encouraged to consider environmental impacts arising from the course
- Environment efficiency audits undertaken for all new premises requirements
- Maximise teleconferencing arrangements to reduce travel. Where travel is unavoidable, promotion of public transport, cycle or car sharing for essential business journeys
- Selection and use of premises and facilities which support energy efficiency and reductions

## The following measures are in place to actively promote and support collective responsible environmental management within the WEA:

- Travel: cycle scheme in place; passenger mileage rate; national account for rail journey bookings; CO<sup>2</sup> emissions calculator embedded into staff expenses claim form
- Energy and mileage reduction targets and monitoring standard in annual sustainable development action planning
- Posters, Newsletters; sharing best practice and top tips







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