

Policy Appendix - Environment Management

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Sustainable Development

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 with 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; CO² 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

