

**Sample Environmental Policy for Charities**

**Notes on use – not for inclusion in policy**

As environmental impacts will vary from organisation to organisation, this sample policy will need to be adapted to your particular circumstances. This sample policy is a word document so you can adapt, copy and paste, and complete to create a policy relevant to your organisation.

This policy should become a working document and it will need to be reviewed regularly. Regular review will also provide an opportunity to check what progress you are making to become an environmentally responsible organisation.

**Statement of intent**

[NAME OF ORGANISATION] acknowledges the connection between the climate and environmental crises; the threat of current and future homelessness, disease, food and water shortages, and poverty for millions of people around the world. As well as the major damage being caused to the natural world

[NAME OF ORGANISATION] therefore recognise our responsibility to reduce our carbon and environmental footprints and commit to being an environmentally responsible charity.

To achieve this we commit to the following actions:

**Our commitment**

*To be adapted for your organisation. Please note this list is not exhaustive and there may be other actions you may wish to commit to and measures you need to take.*

1. [NAME OF ORGANISATION] has appointed [name and role] to take responsibility for enacting and reporting on our commitment to becoming an environmentally responsible organisation.

To ensure [NAME OF ORGANISATION] has a clear idea of what we have already achieved and what still needs to be done, an annual environmental audit will be prepared and presented alongside the annual accounts that will include details of;

* Energy carbon footprint
* Electricity usage
* Water usage
* Gas usage
* Transport fuel/costs/means
* Total waste production
* % of waste recycled
* % vegetarian/vegan meals provided
* Total paper consumption
* % Recycled paper used
* % Renewable energy used
* Any other relevant environmental criteria.

2. [NAME OF ORGANISATION] annual impact statement will include a summary of this annual environmental audit of the charity.

3. Progress on improvement of [NAME OF ORGANISATION] environmental performance will be a standard item at senior management meetings.

4. All staff contracts will include a clause stating that staff will be expected to help [NAME OF ORGANISATION] in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.

5. Induction procedures for new staff/volunteers/members (delete as appropriate) will include information on the charity’s environmental practices.

6. [NAME OF ORGANISATION] will ask all our current and future suppliers for their environmental policies and for evidence of implementation of such policies and indicate that such performance will be used as criteria for supplier selection.

7. [NAME OF ORGANISATION] will seek to have relevant environmental clauses included in any future contracts agreed with outside bodies.

8. [NAME OF ORGANISATION] will include environmental responsibility training in any future staff training programmes.

9. [NAME OF ORGANISATION] will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.

10. [NAME OF ORGANISATION] will develop and maintain a sustainable transport policy for their staff, seeking to reduce unnecessary travel and making the transport that is necessary as sustainable as possible and will monitor progress annually.

11. [NAME OF ORGANISATION] will as part of the planning, procurement and delivery of any new work commitments, projects or initiatives consider the environmental impact of any work before it is undertaken.

12. [NAME OF ORGANISATION] will as part of the planning, procurement and delivery of any current work commitments, projects or initiatives review the environmental impact of any work within (insert realistic timeline/deadline to review current work commitments).

13. [NAME OF ORGANISATION] will strive to become a role model for good environmental working practises and will share any knowledge and experience gained in how to achieve this, with other organisations.

14. [NAME OF ORGANISATION] will examine any financial savings and investments, including pensions, to try and ensure that any investments are only used to support environmentally responsible organisations.

15. [NAME OF ORGANISATION] will review any owned or rented properties or offices, to establish their carbon footprint and take measures to address any areas of improvement that are needed to achieve low or zero carbon status.

**Review**: This environmental policy shall be reviewed annually upon its adoption.

**Date adopted:** *(insert date)*

**Additional Support and information**

If you need any advice or support with creating the policy documents outlined in this resource, Community First Yorkshire can help. Find out more about the support we offer on our [**website**](https://communityfirstyorkshire.org.uk/community-support/).

Community First Yorkshires [**Climate Change toolkit**](https://communityfirstyorkshire.org.uk/membershipresources/climate-change-toolkit/) provides further information on climate change and tacking action.