



## **Student Volunteering Cardiff (SVC)**

### **Environmental Policy**

**October 2016  
Reviewed June 2017**

	<b>Environmental Policy</b>
<b>1.0</b>	<b>Introduction</b>
<b>1.1</b>	<p>Student Volunteering Cardiff (SVC) is committed to minimising the environmental impact of its operations through the adoption of sustainable practices and continual improvement in environmental performance.</p> <p>SVC recognises, and is committed to, our 'Duty of Care' outlined by legislation, as the minimum standard to be set and maintained. SVC will aim to develop a sustainable organisation that is financially viable, environmentally sustainable, and socially equitable.</p>
<b>2.0</b>	<b>Scope of Policy</b>
<b>2.1</b>	<p>This policy applies to</p> <ul style="list-style-type: none"> <li>• All SVC volunteers</li> <li>• All staff who support SVC</li> <li>• The SVC Board of Trustees</li> </ul>
<b>2.2</b>	<p>It is hoped that all of your questions relating to this policy have been clearly answered. If you have any questions which remain unanswered then please refer to the SVC Manager.</p>
<b>3.0</b>	<p><b>SVC's Commitment for continual Environmental Improvement</b>  In order to achieve our Duty of Care, SVC will observe the following practices:</p>
<b>3.1</b>	<p><b>Be conscious of the environment beyond our immediate operations and take steps to prevent pollution and minimise environmental harm and nuisance, through:</b></p> <ul style="list-style-type: none"> <li>• Minimising our business travel where possible; including staff travel and volunteer travel to SVC projects and meetings;</li> <li>• Focusing on greener travel where possible, including walking, cycling, using public transport or car shares;</li> <li>• Reducing the consumption of resources such as paper and plastic;</li> <li>• Minimising the volume of waste generated and maximise reuse, recycling, and energy recovery from waste;</li> </ul>
<b>3.2</b>	<p><b>Monitor and comply with legislation, regulations, and codes of practice on environmental matters relevant to SVC's operations.</b></p> <p>Including - the Waste (Wales) Measure; and the Environment (Wales) Act 2016</p>
<b>3.3</b>	<p><b>Be proactive in minimising our production of waste and reusing or recycling materials, through:</b></p> <ul style="list-style-type: none"> <li>• Not buying products which use excessive packaging;</li> <li>• Providing filtered tap water in the office instead of bottled water; requesting providers of unwanted mail to remove us from their databases;</li> </ul>

	<ul style="list-style-type: none"> <li>• Using e-mail rather than paper communication where possible;</li> <li>• Reducing use of disposable plates, cups and cutlery when providing food/refreshments, and, where it is necessary to use disposables, ensuring that these are composted or recycled;</li> <li>• Offering unwanted office equipment to other charitable causes before it is recycled or binned;</li> <li>• Using the organisation's facilities to recycle used paper, plastic, glass and metal;</li> <li>• Only print when essential - use print preview as much as possible in order to minimise paper use in the first place</li> <li>• Reusing paper which has only been used on one side;</li> </ul>
<p><b>3.4</b></p>	<p><b>Ensure that SVC's immediate environment is attractive and sustainable for our current, and future generations, through:</b></p> <ul style="list-style-type: none"> <li>• Promoting a well-maintained, healthy office environment in line with our Health and Safety policy;</li> <li>• Minimising noise pollution within the office to ensure we are respectful of our neighbours whom we share the building with;</li> <li>• Ensuring our office space, staff team and resources remain specific to the size and nature of SVC's operations;</li> <li>• Where applicable ensuring the use of biodegradable chemicals and minimising of solvents and lead based paints;</li> </ul>
<p><b>3.5</b></p>	<p><b>Monitor, review, and continually improve our environmental performance, through:</b></p> <ul style="list-style-type: none"> <li>• Continually reassessing changing technology, our business requirements, and best environmental practices;</li> <li>• Undertake an annual review of SVC's Environmental Policy, reviewing our performance against the targets set out in this policy.</li> </ul>