



FRAMPTON ON SEVERN COMMUNITY ASSOCIATION (FCA) ENVIRONMENTAL POLICY

FCA acknowledges the connection between the climate crisis and the threat it poses to the world. FCA understands that all organisations can and should reduce their carbon emissions. FCA also recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible organisation. Finally, FCA acknowledges its role in promoting environmental responsibility.

This policy outlines the practical ways in which the FCA can reduce waste and and promote sustainability.

FCA will therefore:

Legal compliance

1. Comply with all relevant environmental legislations and regulations that affect the organisation.
2. Observe environmental legislation as a minimal standard and seek to out-perform current legislative requirements, where practical.

Waste solutions

1. Purchase recycled paper and recycle waste paper ☐ Reduce paper consumption by printing double-sided
2. Print only if necessary
3. Encourage sharing of copies of agenda and minutes by people in the meeting
4. Use scrap paper for minute-taking, printing draft copies, etc
5. Reduce junk mails coming to us
6. Promote waste solutions by putting a line at the bottom of each staff member's email saying 'please don't print this email unless absolutely necessary'
7. Reuse incoming packaging materials such as boxes and envelopes
8. Use glasses and mugs as opposed to disposable alternatives
9. Use large jars instead of individual sachets where possible
10. Share office supplies
11. Use PowerPoint presentation when applicable.

Energy use

1. Switch off lights when not in use
2. Turn off photocopiers/printers at the end of the day
3. Turn off computers including the monitor at the end of the day or if it will not be in use for a few hours
4. Turn on the heating when the temperature goes down below the acceptable level (i.e. 19 degrees)
5. Use natural light as much as possible
6. Use energy efficient light bulbs throughout the premises where possible.
7. Install timer devices on machinery which automatically switch on/off at certain times to save energy.
8. Install sensor light switches in corridors and toilets.

Purchasing and procurement

1. Be aware of the environmental effects of products and the credentials of their suppliers; make a conscious decision to choose those who have sound environmental practices.
2. Seek and purchase energy efficient equipment, and consider reusing equipment where possible.
3. Reduce or remove suppliers' journeys (CO² emissions) by looking at alternatives to multiple deliveries, ie: scheduled ordering times and ordering from local suppliers

Water conservation

1. Encourage all users of the premises to conserve water by turning off taps when not in use
2. Use dual toilet flush systems where possible
3. Use the existing resources well; order bottled water only when necessary.

Monitoring and support

1. Take responsibility through the Executive Committee to ensure that the process and policy is upheld within the organisation.
2. Report annually to the Trustees at the AGM.
3. Present an eco-update at quarterly Trustee meetings and regularly promulgate to all users as and when required.
4. Require Affiliated Groups and premises users to support and implement this policy.
5. Make all existing and future premises as energy and water efficient as practical and affordable. Work with the Gloucestershire County Council to try and achieve this with the Cadbury Hall.
6. Work with other local charities to spread good practice in the sector.
7. Ensure the Executive Committee takes an active role on this policy and ensure developments are shared accordingly.

Last updated: May 2014.