

**INVESTORS  
IN THE  
ENVIRONMENT**



**COMMUNITY  
WORKS**

CHARITIES • VOLUNTEERS • BUSINESSES

# **Environmental Policy**

## **Community Works**

### **2024**





## Environmental Policy

Community Works is an infrastructure organisation that supports charities, not-for-profits, and community groups to deliver positive social action across Adur & Worthing and Brighton & Hove. At Community Works we connect people and organisations, provide leadership and learning opportunities as well as challenge, seek opportunities and find innovative, creative, and environmentally friendly ways to create meaningful and sustainable change, whilst acknowledging the impact our decisions and activities can have on the environment. We have identified our key environmental aspects that contribute our environmental and carbon footprint:

- Paper
- Transport & Travel
- Waste management & recycling.
- Consumption of electricity, gas, water
- Procured goods and services with their own environmental impact

### Our commitment

Our commitment to the environment has led to the nomination of an Environmental Champion and supporting staff to undertake iE Green Champion certification whilst working towards the organisation iE Bronze Accreditation. We have a dedicated e-list for 'green groups' - community groups engaged in environmental sustainability work and/or maintaining green spaces. We have three elected Environment Reps as part of our Reps programme. They are leaders of community groups, and they represent the sector on environmental issues e.g. at Brighton & Hove City Council's Climate and Community Action Working Group. In Adur & Worthing, we held our first Sustainability focused conference in Autumn 2023, in partnership with community groups.

Our environmental commitment can be demonstrated in our environmental objectives and statement below:

- Compliance with all applicable environmental regulations, approved codes of practice, and encourage members and partners to explore how they might implement those regulations and code of practice.
- Monitoring our key resource usage and implementing conservation techniques to achieve our environmental targets as stated in our Action Plan, which will be reviewed yearly.
- Highlighting the importance of the climate crisis with our members by sharing key messages and dates on climate action and green campaigns, using various communication channels such as our newsletters, green group e-lists, emails, events and social media to support our members in their roles and work supporting the climate emergency.
- Providing information and support to our members and partners around reaching Net Zero. Support and encourage members to consider how their organisational mission is affected by - and can positively impact on - our local area response to climate and nature crisis. This may include developing and running information and training events (e.g. workshops and conferences) in partnership with our partners, where funds allow communicating and demonstrating the benefits of our commitments to funders, staff, volunteers, and members, encouraging them to develop their own Environmental Policy
- Maintaining a nominated Environmental Champion to promote awareness and good practices amongst staff.
- Working with our partners (including our landlords) to achieve good environmental practice and outcomes.
- Sharing easy to understand and accessible good environmental practice information.





- Developing an action plan to capture activities, monitor progress and review when necessary.

## Our environmental practices

### Paper

- Raise awareness amongst staff about sustainable use of paper.
- Promote use of online programs/platforms to store/share/sync notes.
- Promote paperless events/meetings, considering accessibility needs where applicable and creative sustainable ways of collecting feedback.
- Promote sustainable printing and cartridge printing behaviours.

### Transport and Travel

- Consider whether a meeting could be held online or by phone to avoid unnecessary travel.
- Promote use of public transport, cycling and walking to staff, volunteers and members attending meetings/events, including these in publicity and considering accessibility needs.
- Promote car sharing/hiring of minibus (where appropriate) to various travel destinations.
- Use meeting venues with good access to public transport or within walking distance.
- Support staff to work from home where appropriate and suitable for them in line with our work from home policy.
- Support staff to explore sustainable ways of travel and transport e.g. loans for bikes, electric bikes, annual public transport passes schemes etc.
- Raise awareness among staff about existing cycling facilities, sheds, showers, etc.

### Minimising Waste

- Avoid products with packaging if possible.
- Avoid use of single-use plates, cups, cutlery.
- Minimise paper use in the office, meetings and events considering accessibility requirements.
- Provide and label scrap paper box in the office.
- Minimise food waste by ensuring we only order plant based/vegan options food needed for events and engaging with food banks and groups supporting homeless/those in need in advance to redistribute any leftover food.
- Prioritise venues with waste minimisation management systems in place, e.g. donation of leftover food, composting, washable crockery, cutlery, or supply our own (where possible)

### Recycling

- Encourage use of re-usable products (i.e. paper, cutlery, tupperware water bottles, etc.) and recycled stationery as much as possible
- Use biodegradable substances (i.e. disposable cups, packaging etc.)
- Recycle paper and printer cartridges.
- Have recycling bins in each office and promote their use.
- Prioritise minimisation of waste over recycling.

### Energy

- Switch off electrical equipment/appliances when not in use and put reminder signs in place.





- Buy reasonably priced energy efficient products and equipment.
- Use timers on equipment (e.g. desktops, laptops, screens,)
- Undertake a yearly switch-off campaign.
- Encourage staff to take turns to make a 'round' of drinks for colleagues, rather than boiling a kettle individually for each cup to save both energy and water.

### Ethical Consumption

- Actively seek to buy locally sourced, fair-trade, and ethical goods and alternatives.
- Promote ethical eating by providing vegetarian food at events.

We continue to improve our environmental management system by working to the Investors in the Environment (iIE) criteria, considering any changes in legislation, our organisation, and other factors. As with all our policies, we will convey this policy to all our employees, ensuring that they are provided with training to increase awareness of environmental matters.

Faustina Bayo is our Sustainability Champion and has designated responsibility for the day-to-day implementation of this policy.

Community Works will make this policy available when requested to interested parties including members of the public, including making a copy available on the Community Works website.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

16/7/24

Position: [Managing Director/Senior Manager]

CEO JS

