

Guide to Writing an Environmental or Waste Policy

Below is an outline of what an environmental policy should cover. It details the overall style and content.

1. No longer than a page
2. Do not list specific environmental impacts
3. Set the framework by which you intend to minimise and control your impact on the environment
 - List specific components of that framework
4. Should contain a personal statement by the board/trust outlining personal commitment and responsibility
 - This should be signed and dated by the board or a board member
5. Should contain a commitment to comply with environmental legislation
6. Should contain a commitment to very broad ways of reducing environmental impacts such as waste and pollution prevention/ minimisation
7. Should describe your organisation in a couple of sentences e.g. office based, event management, or community group with out door and office facilities.

Example Environmental Policy

(Name of organisation/group) is a **(description of organisation/group)**. The responsibility for managing and maintaining the policy lies with the Board of **(name of organisation/group)** and the general implementation has been delegated to **(individual, committee, etc. amend as necessary)**.

(Name of organisation/group) is an environmentally conscious and responsible company. To carry out this commitment, it is **(name of organisation)'s** policy to strive to ensure that all aspects of the organisation have the least harmful effect on the environment by adopting and implementing environmentally sensitive practices in all of its operations.

The organisation:

- Will identify, implement and promote best practice environmental management systems and operations
- Is committed to operating in an ecologically sustainable manner by reducing waste and the use of energy and resources
- Will provide an environmentally sound workplace, and implement environmentally sound work practices
- Will work closely with its employees, volunteers, clients and the community to develop and implement agreed environmental initiatives
- Will encourage suppliers, contractors and vendors **(amend as necessary)** to act in accordance with our environmental standards
- Will be fully aware of all environmental legislation and ensure that regulatory requirements are met and, where feasible, improved upon
- Will monitor the implementation of the policy by carrying out periodic audits and, when appropriate, introduce remedial measures
- Will communicate its environmental management and performance through annual reports distributed to stakeholders **(amend as necessary)**, and implement a process of continuous improvement.

In addition, areas of particular attention within the organisation will be the selection of non-polluting technology, waste minimisation, reuse/recycling and the reduction of energy consumption. **(Name of organisation)** also makes a positive environmental contribution in the local community by encouraging open communication, general environmental awareness and the promotion of community projects.

Signed: _____

Job title: _____

Name: _____

Date: _____

Example Waste Minimisation Policy

(Name of organisation/group) is a (description of organisation/group). The responsibility for managing and maintaining the policy lies with the Board of (name of organisation/group) and the general implementation has been delegated to (individual, committee, etc. amend as necessary).

(Name of organisation) is committed to a Waste Minimisation Policy to help reduce the volume of waste generated by its operations at all sites.

The policy applies to all (name of organisation) employees and volunteers.

The organisation:

- Will identify, implement and promote best practice waste minimisation
- Will provide a workplace that supports waste minimisation practices
- Will work closely with its employees, volunteers, clients and the community to develop and implement agreed waste minimisation initiatives
- Will encourage staff to notify the Board/Group of any issues or ideas for improvement
- Will encourage suppliers, contractors and vendors (amend as necessary) to act in accordance with our waste minimisation standards
- Will be fully aware of all waste management and minimisation legislation and ensure that regulatory requirements are met and, where feasible, improved upon
- Will monitor the implementation of the policy by carrying out periodic audits and, when appropriate, introduce remedial measures
- Will communicate its environmental management and performance through annual reports distributed to stakeholders (amend as necessary), and implement a process of continuous improvement.

(Name of organisation) makes a positive environmental contribution in the local community by encouraging open communication, general environmental awareness and the promotion of community projects.

Signed: _____

Job title: _____

Name: _____

Date: _____