



The Trust for Developing Communities

Environmental & Sustainability Policy

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1. Introduction

The Trust for Developing Communities (TDC) is committed to running our organisation in the most environmentally sustainable way possible. The aim of this policy is to outline our environmental objectives and identify procedures to support achieving these. This policy applies to our internal operations, the business of our offices and the conduct of our staff in relation to our core business.

2. What the TDC will do

- a) Minimise our waste and reuse/recycle as much of it as possible.
- b) As far as possible purchase energy efficient, recycled/recyclable and Fairtrade products and services that least damage the environment.
- c) Expect that staff operate and maintain vehicles with due regard to environmental issues as far as reasonably practical, and encourage use of 'greener' means of transport amongst our staff including car sharing, public transport, walking and cycling.
- d) Support and comply with or exceed the requirements of current environmental legislation and codes of practice.

3. How TDC will do it

Minimise waste, reuse and recycle:

- a) Be economical in the use of paper and to reuse as much as possible

- b) Reduce use of paper by printing on both sides
- c) Scan and email documents rather than distribute in hard copy wherever possible
- d) Recycle paper, cardboard, glass, plastic and batteries
- e) Use glasses/cups/crockery rather than plastic

Purchase products and services that least damage the environment:

- f) Purchasing recycled products and energy efficient equipment
- g) Fill existing ink cartridges rather than buying new
- h) Obtain second hand office furniture and supplies where possible
- i) Upgrade software on existing computers and mobile phones before replacing
- j) Electrical equipment to be switched off when not in use and not left on standby including computers, laptops, monitors, printers and copiers
- k) Energy used as efficiently as possible i.e. turning down heating and switching off lights when not in use

Operate and maintain vehicles with due regard to environmental issues and encourage use of 'greener' means of transport:

- l) Pay expenses for use of bicycles as means of transportation
- m) Pay bus/train fares for work related travel
- n) No use of company cars

Support and comply with or exceed the requirements of current environmental legislation and codes of practice

- o) Waste Electrical and Electronic Equipment (WEEE) Regulations
- p) Duty of Care - Waste