



Document Control	
Title:	Environmental Policy
Version:	5
Reference Number:	CO-011
Scope:	
The policy applies to all staff, volunteers, contractors, and other connected individuals of The Anthony Seddon Fund .	
Purpose:	
The purpose of this policy is to provide a set of principles of conservation and care for the environment that apply to The Anthony Seddon Fund and its connected individuals, to ensure that its activities comply with relevant environmental legislation, and to minimise the environmental impact of the charity's activities.	
Supersedes:	
CO-011 – Environmental Policy – V3	
Version Changes:	
<p>Added Digital Documentation Section</p> <ul style="list-style-type: none"> Emphasises the shift towards digital documentation to reduce paper use, aligning with sustainability goals. <p>Integrated Supplier Environmental Standards</p> <ul style="list-style-type: none"> Outlines criteria for selecting suppliers based on their environmental impact, enhancing the Purchasing section. <p>Enhanced Travel Guidelines</p> <ul style="list-style-type: none"> Expands on eco-friendly transportation methods and the encouragement of remote work to minimise travel-related environmental impact. 	
Next Review Date:	March 2025

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1. Introduction

The Anthony Seddon Fund recognises that our work may have a direct or indirect effect on the local, regional, and global environment. The policy will guide the charity in managing its activities so as to avoid causing unnecessary or unacceptable risks to staff, volunteers, customers, contractors, and members of the public, and to reduce adverse effects on the environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainability in its broadest context.

2. Waste Reduction

The Anthony Seddon Fund aims to reduce the waste produced through our day-to-day operations. The most effective way to minimise waste is at the source; therefore, we aim to:

- Buy reusable, refillable, or recyclable products where they are suitable and cost-effective.
- Reduce the number of disposable items we use, e.g., plastic plates, cutlery, etc.
- Purchase products made from recycled materials where they are suitable and cost-effective.

3. Purchasing

All purchasing decisions will take into account the environmental factors involved in the production, use, and disposal of any products purchased for **The Anthony Seddon Fund**.

Where possible, items will be reused, recycled, upcycled, borrowed, and shared to reduce the environmental impact of the charity.

All cleaning products used on charity premises should be eco-friendly.

Supplier Environmental Standards

In our commitment to environmental stewardship, The Anthony Seddon Fund will integrate Supplier Environmental Standards into our purchasing. This will involve:

- **Environmental Criteria for Selection:** Assessing potential suppliers based on their environmental policies and practices, prioritising those who demonstrate sustainability in their operations.
- **Sustainable Products and Services:** Choosing products and services that have a minimal environmental impact, including those that are recyclable, reusable, and made from sustainable materials.
- **Partnership for Sustainability:** Working closely with suppliers to encourage and support improvements in environmental performance, fostering a collaborative approach to sustainability.

4. Energy and Water Saving

Energy production consumes valuable, non-renewable resources and is a mass pollutant. To reduce energy consumption and save water, **The Anthony Seddon Fund** will:

- Endeavour to use green or low-pollutant energy sources where possible.
- Ensure all appliances, lights, and other power-consuming products are switched off when not in use and used efficiently.
- All lightbulbs will be changed throughout all premises to use energy-efficient light bulbs.
- All radiators must have adjustable control systems.
- Install water-saving devices in toilet cisterns.
- Regularly check for leaks and ensure repairs are made immediately.

5. Travel

The Anthony Seddon Fund is dedicated to minimizing the environmental impact of travel related to its activities. This commitment involves:

- Prioritising eco-friendly transportation methods for all staff and volunteers, encouraging the use of public transport, biking, and walking over personal vehicle use.
- Facilitating remote work and virtual meetings to reduce the necessity for travel.

- Implementing a policy that guides the selection of the most sustainable travel options available for necessary travel, including considerations for accommodations and transportation providers.

6. Digital Documentation

To further our commitment to environmental sustainability, The Anthony Seddon Fund will prioritise digital documentation over paper-based methods wherever possible. This approach not only reduces our consumption of paper but also minimises waste and energy used in printing and storage.

Key initiatives will include transitioning to digital files for internal and external communications, utilising cloud storage for document sharing and collaboration, and encouraging digital submissions of reports and forms from staff and volunteers. This shift supports our broader goal of minimising our environmental footprint and promoting eco-friendly practices within our operations.

7. Review

This policy will be reviewed annually to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.