Environmental Management

Hive, hereinafter referred to as the Organisation, encourages its Trustees, staff and volunteers to:

- **Re-fuse** – avoid buying materials which have a harmful environmental impact
- **Re-duce** - reduce waste and the usage of energy resources
- **Re-use** - re-use waste materials when possible
- **Re-form** - re-use materials in a different form
- **Re-cycle** - re-use materials as resources.

We also encourage environmental best practice amongst our members and stakeholders.

We are continually looking to improve the way we work to be more environmentally friendly in what we use and produce.

Our Green Procurement Standard

Green is connected with all things environmentally positive and procurement is about the acquisition, investment and management of goods and services.

As a voluntary organisation we do not have a surplus of core management time or reserve resources to subsidise an environmental policy. This strategy therefore is about identifying basic principles on which we can build, can afford and that meet our present requirements.

In light of this, the Organisation's approach needs to be one that is the least "expensive" and "revolutionary."

Our approach therefore, is one of "green housekeeping" in order to make a positive contribution to the local and global environment. We are committed to reducing any harmful effects on the environment and promoting the understanding of sustainable development in its broadest context.

This approach influences decision-making within the organisation and therefore underpins our organisational values e.g. openly reporting how we run our business and the care we take around the local environment and the people that work or volunteer for the Organisation.

Our Policy

- To be a responsible corporate citizen
- To ensure that all at the Organisation share responsibility for our environmental performance
- To utilise raw materials and energy sparingly
- To develop and regularly re-evaluate our working practices in order to continuously improve our environmental performance
- To promote individual good practice.

- Now that Hive is purchasing the former URC buildings, to be called Hive Community Hub, it is important that we are seen to be a building that does not waste resources or energy.

Implementation

The organisation's business process shows that a practical high priority issue is recycling and the Organisation is committed to a range of waste reduction stratagems inside our action plan.

We review our recycling schemes on an ongoing basis to ensure waste reduction in all the key business materials we use. We will try to use recycled paper for our day-to-day business needs and also re-use paper before recycling.

We "think before we print."

Our Carbon Footprint

We also need to identify where we are creating pollution. What we need is to measure it and then calculate our own carbon footprint. Practically there are two statistics to measure; energy consumption and travel.

Energy and Water Saving

As the Hive Community Hub has inherited an old boiler system for heating the building, the Trustees will be looking to purchase a heating system that saves on energy and is not harmful to the environment.

Travel

The Organisation has decided to interpret this as all work travel, including getting to and from work on a daily basis, as the only reason for this travel is to allow our business to operate and therefore it becomes, in our view, our responsibility.

Action Plan

Wherever possible we will purchase non-polluting and energy efficient technologies.

We will minimise the use of natural resources and lessen the impact on the environment through:

- Recycling office paper
- Recycling computer equipment in line with WEEE directive of July 2007, which places a legal obligation on end users of PCs to ensure that they are disposed of properly and that means recycled
- Recycling ink cartridges through Recycle4Charity.co.uk
- Producing all photocopying and printing in double-sided format wherever possible
- Regularly reviewing and updating distribution lists and databases to save both money and resources

- Not over ordering marketing and publicity materials
- Buying recycled paper, envelopes, notebooks, mouse mats, ring binders and folders, pens, pencils, rulers, waste paper bins etc, whenever possible
- Printing publicity materials on recycled paper with eco-friendly vegetable inks, whenever possible
- Reduce illustrations and text footers on emails to a minimum to save resources for recipients, especially those with dial up connections
- Sourcing a range of recycled products e.g. RecycleNow, Recycled Products and Defra's Shopper's Guide to Green Labels.

We will seek to minimise our carbon footprint through:

- Identifying cost effective green energy sources. This includes the purchase of a new heating system for the Hive Community Hub where trustees will ensure that the new system minimises its harmful effects on the environment. Instructions to users on regulating the heating within the building will stress the need for saving energy.
- Similarly, when hirers are using the kitchen facilities, they will be encouraged not to waste water
- Planning for and implementing changes to our power and lighting. Where necessary, over time, the Trustees intend to replace the lighting within the Hive Community Hub with low-energy lighting.
- Undertaking 'meetings without miles' (web cam, conference calls, SKYPE and one-to-one telephone meetings), combined with a planned increase in sustainable modes of travel such as walking, cycling, bus, park and ride and train. At the moment the majority of trustees involved in the running of the Hive Community Hub live within walking distance of the building.
- Investigating the benefits of and barriers to working remotely for the Organisation's staff.

Monitoring

- The action plan progress will be monitored annually
- This progress will be included in the Organisation's annual reports.

Energy Audit

Heating

- Portable heaters should only be used if essential and only for short periods
- The optimum room temperature should be 19 - 20 degrees C
- Opening windows to reduce storage radiator heat should be done sparingly.

Lighting

- Old large diameter (38mm) fluorescent will be replaced with slim-line tubes (26mm diameter) when needed.

ICT

Research estimates that the average office computer produces approximately 1 tonne of carbon in a year. The Organisation can make a difference without much difficulty.

- The most important thing is to encourage staff and volunteers to take individual responsibility
- Greener computing will be part of the Organisation's future strategies.

Approved by [Name of Approving Body] on [Enter Date]