



ENVIRONMENTAL & SUSTAINABILITY POLICY

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Destroy All Previous Issues

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Approval

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Glossary

Term	Description

1 INTRODUCTION

Badger as a responsible healthcare provider takes its social responsibilities seriously and this extends to our commitment to become an organisation more conscious about sustainability and ensure it is environmentally friendly.

We believe that businesses are responsible for achieving good environmental practices and operating in a sustainable and an environmentally friendly manner.

We recognise that our activities have an environmental dimension and accept that we are responsible for conducting these activities in an environmentally responsible manner.

We are therefore committed to reducing our environmental impact and continually improving environmental performance as an integral part of our business strategy and operating methods.

2 POLICY STATEMENT

Badger recognises that the day to day activities it carries out in meeting its duties have an impact on the local, regional, and global environment. As a consequence, we are committed to exploring and implementing the ways in which we can reduce these impacts and conduct our business in a more environmentally sustainable manner.

2.1 Who the policy applies to

This document provides guidance on how Badger can adapt its business practices and day to day activities to minimise the impact the organisation has on the environment. Therefore the guidance contained in this policy is intended to apply to all Badger Members, workforce, contractors, and all other suppliers of goods and services to Badger.

3 PURPOSE OF THE POLICY

This policy is intended to provide a framework for Badger to improve and monitor those areas of its day to day business that potentially have a negative impact on the environment. As such this document sets out the areas in which Badger intends to improve and monitor its practices in order to minimise these environmental impacts.

4 RESPONSIBILITIES UNDER THE POLICY

4.1 General Responsibilities

Badger expects that all members and staff will lead by example and will, wherever possible, embrace the spirit of this policy and adopt the practices it proposes. Day to day responsibility for the creation, monitoring, and revision of the policy will rest with the Executive Team.

5 AREAS OF FOCUS

In applying this policy Badger intends to be guided by the principles of 'Reduce, Re-use, Recycle' as advocated by a number of waste management organisations such as Waste Watch. In summary, in using this policy Badger seeks to:

- Reduce its use of resources and minimise production of waste
- Reduce its carbon footprint
- Re-use materials wherever possible
- Recycle waste materials wherever possible
- Reduce its use of energy and water
- Buy greener products Choose sustainable transport options

How Badger plans to achieve these aims is described in greater detail in the following sections.

5.1 Reducing use of resources and production of waste

Leading waste management and environmental agencies have estimated that businesses lose up to 5% of their annual turnover through avoidable waste. In order to reduce resource use, and therefore reduce waste that it produces, Badger will:

- Only print out written material when absolutely necessary – using electronic copies where practical to do so
- Include a message alert line on all emails stating “in order to save paper only print out this email if absolutely necessary”
- Use dedicated scrap paper printer for all draft/rough printing or print 2 pages to a sheet if using the main copier
- When printing documents to be circulated externally print double sided copies
- Purchase products that have minimal packaging
- Provide glasses and china cups for drinks rather than disposable plastic cups
- Engage with our contacts to request electronic versions of newsletters and mail-outs rather than hard Copies

5.2 Re-using materials

While the use of some resources is unavoidable many of these can be re-used once or several times before they are sent for recycling or disposal. Key re-usable materials for Badger will be:

- Dedicating a printer to use only scrap paper for all draft/rough printing – draft copies should be paper-clipped rather than stapled so that the paper can be used again in a printer
- Re-use stationery items such as folders and files rather than purchasing new items each time they are needed
- Boxes and envelopes for packaging outgoing materials and storage

5.3 Recycling waste materials

Production of waste is inevitable in any working environment however much of this waste can be recycled rather than being sent for landfill. In order to minimise the amount of waste being sent to landfill Badger will aim to recycle the following where suitable facilities exist:

- Office paper, envelopes, newspapers, magazines, mail-outs, cardboard boxes
- Glass
- Plastic packaging
- Cans
- Batteries
- We have implemented 1 main recycle bin for outside and 4 small ones for inside, which takes all of the above, making recycling easier.

5.4 Reducing use of energy & water

There are many small activities that the organisation can carry out that will minimise both use of energy and water, and as a consequence, will reduce our energy bills. This will include:

- Turning off lights when not needed
- Turning off electrical equipment over night when not in use or not needed
- Minimising use of air conditioning through natural ventilation (i.e. opening windows) and screening the sun with thermal blinds
- Minimising the need for heating through draft proofing windows (secondary glazing) and using thermal blinds
- Reducing the thermostat setting on the heating boiler by one degree
- Only boiling as much water in the kettle as is needed
- Only running the dishwasher at the end of the day when it is as full as possible
- Turning off radiators when offices / rooms are not in use.
- Look at installing light sensors in toilets canteen and other suitable areas.
- We have installed restrictors to downstairs windows so they can now be left open allowing in more natural air.
- Install mains fed water coolers in place of bottled water.

5.5 Green purchasing

Where goods of a comparable quality (and reasonable cost) are available, Badger will endeavour to purchase the 'greenest' options for all its office supplies. This could include:

- Recycled office paper & envelopes
- Recycled packaging and storage
- Toner cartridges that can be recycled
- Biodegradable cleaning materials such as dishwasher supplies
- 'Fairtrade' and/or organic tea & coffee

5.6 Sustainable transport

Badger's location means that use of public transport for staff and visitors may prove not to be as easy as it would have been if based in city centre. However, the nature of Badger's business (as a national body) means that both Badger members and staff travel for business purposes on a regular basis. As such, Badger will wherever possible:

- Avoid use of a private car, using public transport or walking instead
- Use trains in preference to air travel for domestic trips, where time pressures and cost is not prohibitive
- Encourage the use of videos / teleconferencing in preference to physically attending meetings
- Support home working at least 1 day per week for those staff deemed suitable to do this

- Look at installing mains fed water cooler (no need to have water delivered) reducing carbon foot print.
- Badger is updating fleet of cars so with regular maintenance this will help to keep emissions low.
- Encourage staff to take up the Cycle to Work scheme

6 WIDER BENEFITS OF SUSTAINABLE PRACTICES

In addition to conducting our business in a less environmentally damaging way, implementing the practices set out in this policy, will give the following benefits;

- Efficiency savings resulting from reduced, resource and energy use and decreased waste disposal costs. These could typically include:
 - Reduced cost of purchase of paper @ £1.45 saved per ream
 - Reduced postage costs @ an average of up to ½ of the cost saved per item by printing double sided documents
 - £30 saved per recycling collection by reducing production of waste paper & other materials
- Healthier office environment by using less polluting chemicals and improved air quality from reduced artificial heating and air conditioning
- Raising general awareness of broader environmental impacts & benefits of changing practices outside of the office
- Increase staff health & wellbeing.

7 TRAINING

Badgers Corporate Induction programme will include a session on the policy and will include examples of best practice.

8 COMMUNICATIONS

This policy and examples of good practice will be published on the Adastra Communications tab available to all staff.