



# Environmental Policy

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Procurement Policy			
Expenses Policy			

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## **Introduction**

The Breastfeeding Network acknowledges its responsibility to, and the commercial advantages of, maintaining a sound environment within its broader scope of supporting families with breastfeeding.

We recognise the importance no matter how small, of the impact of our activities on the environment and that there is a need to constantly consider ways in which we can conserve energy and minimise waste in all activities that we undertake as far as is reasonably and economically practicable. The environmental policy is defined by the Board of Trustees and Management of the organisation and provides guidance on our behaviour as a charity.

Our policy is publicly available on our website. This policy is communicated to all persons working for or on behalf of the Breastfeeding Network.

The Breastfeeding Network actively acknowledges our responsibility to protect the environment in all areas of our work, from the projects and services we deliver, campaigns and events we run, to our actions within the office, as well as printing all of our publications on FSC recycled paper. Specifically, we remain committed to reducing our impact upon the environment in the following ways:

### **1. Purchasing**

We have procurement processes and procedures in place so that the environment is considered as part of our decision making processes.

BfN ensures that full consideration is given to purchasing environmentally sustainable products and services and we aim to always use suppliers that have environmental standards compatible with our own. For example, we will always aim to use FSC recycled paper for printing.

### **2. Recycling**

BfN is proactive in minimising our production of waste and in reusing or recycling materials. The central office has facilities for dry mixed recycling and uses these in accordance with the requirements of the landlord. Waste paper and packaging materials are re-used wherever possible and ultimately recycled. Heating and lighting are only used when necessary and all electrical appliances are unplugged at the end of every day if not in use.

Any local activities should comply with the building's environmental and waste management policy.

We also actively encourage the recycling of printer cartridges and are registered with a cartridge recycling scheme.

### **3. Travel**

We actively work to minimise the environmental impact of road, rail and air travel by encouraging the use of travel options that minimise environmental impact in addition to exploring new ways of delivering our work sustainably.

### **4. Communications**

BfN encourages communication by email, messaging or phone and issues electronic newsletters to minimise the need for printing and to reduce paper waste.

We encourage the use of online file sharing and collaboration systems to enable online review and editing of documents to minimise the need for printing

We maximise the use of tele and video conferencing to keep travel to face to face meetings to a minimum

## **5. Office maintenance**

It is the responsibility of all staff to ensure that their working environments are clean, hygienic and appropriate for working in.

Steps to ensure cleanliness include

- Ensuring bins are emptied regularly
- Ensure any and all spillages are cleaned up immediately
- Ensure any cooking equipment is clean and safe to use
- Ensure any food storage areas clean and safe to use, with contents regularly checked
- Maintaining a clear desk policy
- Cleaning office environments regularly so they are free of dust and dirt.

If the building or office you work in is not BfN property, staff still have a personal responsibility to ensure all areas are left clean, tidy and safe after use.

## **6. Events and Training**

BfN encourages the use of venues for local and national events that have an environmental policy compatible with our own. Preference is given, where budget allows, to those that use sustainable, ethical suppliers.

We strive to increase the availability of online training and events to reduce travel. We also encourage the use of electronic or online materials, such as agendas and handouts, to minimise the requirement for printing.

## **7. Awareness raising**

All BfN staff and volunteers are accountable for using our resources responsibly for purposes that are both relevant and beneficial. We strive to build an environmentally friendly work culture through regular internal communication and participation in relevant initiatives, such as World Breastfeeding Week. The environmental benefits of breastfeeding are frequently discussed at training, supervision and study days.