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| Youth Cymru Logo JPEG | **Environmental Policy** |

**1. Statement of Purpose**

1.1 Youth Cymru is committed to minimising the impact of its activities on the environment and this policy’s purpose is to ensure operation in compliance with all relevant environmental legislation and that Youth Cymru strives to use environmental best practices in all areas of its work.

1.2 This Environmental Policy covers all aspects of Youth Cymru’s operations - from good housekeeping measures to ensuring that investments made are environmentally sound. The policy also commits to promoting suppliers and services that adhere to environmentally sound ways of operating.

1.3 This policy applies to all trustees and staff members where there is an expectation of full support through active co-operation and participation.

**2. Working Practices**

2.1 Youth Cymru is committed to adopting working practises that will help to have a positive effect, assist towards continued environmental improvement, prevent pollution and reduce unavoidable negative influences caused by Youth Cymru's activities. Youth Cymru will:

* Be clear about its role, responsibilities and commitments in relation to sustainable development
* Provide clear leadership for sustainable development, within the organisation, with partners, member organisation and the Youth Sector in Wales.
* Promote continuous improvement so that Youth Cymru can continue to reduce the environmental impact of all its activities
* Embed sustainable development into decision-making
* Strive to be an exemplar organisation, to lead and inspire others to act.

**3. Operations**

3.1 This environmental policy covers all aspects of operation. In particular Youth Cymru will:

* Reduce the amount of waste generated by reusing and recycling where possible
* Recognise the procurement and use of products/services which have minimal environmental and social impact
* Use energy and water in an efficient way, where possible using companies which offer a green tariff
* Reduce the impact of vehicle emissions by encouraging the application of sustainable principles of travelling and arranging meetings
* Provide training/advice and regularly up to date staff on issues to encourage good environmental practice
* Ensure full compliance with environmental legislation relevant to the organisation's activities
* Ensure organisations associated with are aware of Youth Cymru’s policies and to encourage them to develop their own good environmental practices
* This policy will be maintained and implemented by the Health and Safety Officer with the assistance of relevant staff and the Senior Management team.

**4. Responsibilities of all staff**

4.1 Youth Cymru aims to demonstrate sustainability-making a positive impact on the planet and its resources.  All staff are expected to take account of these values in their day-to-day work, and to put these into practice

4.2 All staff must have access to this Environmental Policy through the induction process and policy organisational folder. The Environmental Policy will be regularly referred to in decision-making through team meetings. It is to be included during the induction of new staff, board members and volunteers. In the undertaking of their daily duties Youth Cymru recognise that all of our staff will have an influence on the environment and staff are asked to adhere to the following practice:

**5. Resources**

5.1 With respect to particular aspects of Youth Cymru’s operations the following principles will be adhered to:

* Non-essential documents and emails will not be printed.
* An annual review of internal documents and external publications identify which are essential, if they are not they will be cancelled thus reducing waste and saving money.
* The endeavour to avoid disposable cups and food packaging bought by the office for events.

Printing and photocopying to be done on double-sided paper.

**6. Recycling**

6.1 Where ever is possible and appropriate recycling will be undertaken including:

* Re - use paper, envelopes, folders etc. whenever possible.  Once re-used - recycle (Youth Cymru is committed to reduce the amount of waste it generates - so recycling is vital)
* Only printing when essential - using print preview as much as possible in order to minimize paper use in the first place.
* Recycle any empty bottles, cans, cardboard boxes in the receptacles provided.

**7. Transport**

7.1 Where ever possible and appropriate choose and use environmentally friendly and sustainable transport including:

* Public transport, walking, cycling or car share to be promoted as the preferred form of transport for all Youth Cymru staff - including travel to and from work and meetings etc.
* Use of video or tele- conferencing for meetings when possible to reduce / eliminate the need for travel
* Car use must be in accordance with the procedures set out in Youth Cymru’s travel and subsistence policy.

**8. Energy use**

8.1 Where ever possible and appropriate make efficient and sustainable choices and use of energy including:

* Use energy - water, lighting and heat efficiently. Switch off lights, computers, printers when not in use - and especially when out of the building.
* Put your computer onto the energy saving mode when you are away from your desk for short periods
* Control heaters sensibly

**9. Awareness**

9.1 Be aware of other environmental issues - i.e. purchasing items of stationery etc. - check what is in the building first and whenever possible, inform outside organisations about Youth Cymru’s Environmental Policy

**10. Conclusion**

10.1 Youth Cymru’s Environmental Policy reflects and has drawn on the personal commitment of staff who share its values, and who fully support its objectives.  All staff are expected to show commitment to making this policy work.

**Signed:** ..........................................................

**Position:** ...Acting Joint CEO................................................

**Latest review/approved dated:** .........7th April 2018.......................