



Last reviewed : September 2019

Purpose

Integrity Action recognises the importance of protecting the environment and will strive to prevent avoidable damage caused by human impact on the environment. Integrity Action will act to promote best environmental practice.

Ownership

This policy and related procedures apply to all staff including volunteers, contractors, trustees and consultants.

The responsibility for introduction (including training), consistent application, on-going implementation and periodic review of Integrity Action's environmental policy and related procedures lies with the Head of Finance. However, all staff share a responsibility to implement it effectively.

Guiding principles

Consistent with Integrity Action's other policies, Integrity Action is committed to providing a work environment that protects the health and safety of its staff and has as little negative impact as possible on the environment.

Procedures

Culture of environmental awareness

- Integrity Action aims to foster a culture of environmental awareness whereby all staff are encouraged to suggest and implement appropriate environmental practices in support of the spirit of this policy. Feedback will be sought annually as part of the employee survey.
- Before entering into a contract, staff need to consider the environmental impact involved and conduct appropriate due diligence.

Specific policy areas

- **Travel:** Integrity Action recognises the benefit of meeting face-to-face but often a skype call, conference call or email will suffice. Staff should assess the cost / benefit including the environmental impact of all travel (UK and overseas) before purchasing tickets. This should be discussed with line managers when approving travel requests (prior to travel).
- **Printing:** Integrity Action staff are encouraged to only print electronic documents when necessary and to use double-sided printing where it is an option.
- **Lights and office equipment:** Integrity Action staff are required to switch off all office lights, heaters, air-conditioners and equipment at the end of each day to avoid unnecessary energy consumption. They are also encouraged to switch off lights, heaters, air-conditioners, and equipment when not needed.
- **Recycling:** Integrity Action provides recycling facilities within its offices and requires staff to abide by local legislation in relation to recycling all plastics, glass, cardboard etc.
- **Suppliers:** Integrity Action should consider using environmentally sustainable suppliers for office and kitchen supplies. Responsible staff should engage with relevant suppliers such as those managing the office space to propose environment friendly alternatives where possible.
- **Finances:** Integrity Action should consider the environmental impact of its banking and finance providers.
- **Partnerships:** Staff should periodically discuss with potential and existing partners their approach to minimising environmental impact, and help to encourage good working practises.



Last reviewed : September 2019

- **Transport to work:** Integrity Action is part of a cycle to work scheme whereby employees can gain support to purchase a bicycle, thereby reducing the environmental impact of their commute to work.

Support tools

- Further support can be obtained from the Head of Finance.