ENVIRONMENTAL SUSTAINABILITY POLICY

PRN-55: Environmental Sustainability Policy

Digital Video Call Facilitation Policy

Company Name: AI Auto-Tech Ltd

Trading/Business Name: CAREHOPES

Company Registration Number: 15556946

SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled

Email: admin@carehopes.com

Version Number: V01 20260815

Date of Review: (August 2026)

---

1. Purpose

The purpose of this policy is to demonstrate the organisation's commitment to environmental responsibility and sustainable working practices.

As a Non-Accommodation Companionship and Wellbeing Support Service supporting older people and adults with disabilities, the organisation recognises its responsibility to minimise its environmental impact and contribute positively to the communities it serves.

This policy aims to:

- Promote environmental awareness.
- Reduce waste and unnecessary consumption.
- Improve resource efficiency.
- Encourage sustainable travel and working practices.
- Support responsible purchasing decisions.
- Contribute to environmental protection and sustainability.

The organisation recognises that small actions taken collectively can make a meaningful contribution to protecting the environment for current and future generations.

---

2. Scope

This policy applies to:

- Employees
- Volunteers
- Managers
- Directors
- Trustees
- Contractors
- Agency workers
- Students and placements

The policy applies to all organisational activities including:

- Office-based work
- Home working
- Community activities
- Service delivery
- Procurement activities
- Travel arrangements
- Waste management

---

3. Policy Statement

The organisation is committed to:

- Operating in an environmentally responsible manner.
- Reducing its environmental footprint wherever reasonably practicable.
- Complying with environmental legislation and regulations.
- Promoting sustainable practices.
- Encouraging environmental awareness among employees and volunteers.
- Supporting continual improvement in environmental performance.

Environmental sustainability will be considered during planning, decision-making, and service delivery.

---

4. Objectives

The organisation aims to:

- Reduce energy consumption.
- Minimise waste generation.
- Increase recycling and reuse.
- Promote sustainable travel.
- Reduce unnecessary printing.
- Encourage environmentally responsible purchasing.
- Improve awareness of environmental issues.
- Support environmentally sustainable communities.

---

5. Environmental Principles

The organisation will seek to follow the principles of:

Responsibility

Taking ownership of environmental impacts.

Efficiency

Using resources wisely and avoiding waste.

Prevention

Reducing environmental harm before it occurs.

Improvement

Reviewing practices and seeking opportunities for improvement.

Participation

Encouraging everyone to contribute to sustainability efforts.

---

6. Compliance with Environmental Requirements

The organisation will comply with relevant environmental legislation and regulations applicable to its activities.

Where reasonably practicable, the organisation will seek to exceed minimum legal requirements by adopting good environmental practices.

---

7. Energy Conservation

The organisation will seek to reduce energy consumption by:

- Switching off lights when not required.
- Turning off equipment when not in use.
- Using energy-efficient equipment where possible.
- Making effective use of natural lighting.
- Encouraging responsible energy use by employees and volunteers.

All staff and volunteers are encouraged to support energy-saving initiatives.

---

8. Waste Reduction

The organisation is committed to reducing waste wherever possible.

Measures may include:

- Avoiding unnecessary printing.
- Reducing single-use items.
- Reusing materials where appropriate.
- Purchasing only what is required.
- Promoting digital communication.

Waste reduction contributes to environmental sustainability and cost efficiency.

---

9. Recycling

The organisation will encourage recycling where suitable facilities are available.

Employees and volunteers should:

- Separate recyclable materials appropriately.
- Follow local recycling arrangements.

- Avoid contamination of recycling bins.
- Promote the reuse of materials where practical.

Examples of recyclable materials may include:

- Paper
- Cardboard
- Plastic containers
- Metal cans
- Glass containers

---

10. Digital Working

The organisation recognises that digital systems can reduce environmental impact.

Where appropriate, the organisation will encourage:

- Electronic records.
- Email communication.
- Digital meeting arrangements.
- Online training.
- Electronic document sharing.

Digital solutions should continue to comply with confidentiality and data protection requirements.

---

11. Sustainable Procurement

The organisation will seek to procure goods and services responsibly.

Consideration may be given to:

- Environmental impact.
- Product quality.
- Durability.
- Waste reduction.
- Ethical sourcing.

- Recyclability.

Purchasing decisions should seek value for money while supporting sustainability objectives.

---

12. Travel and Transport

Travel associated with organisational activities may contribute to environmental impact.

Where reasonably practical, employees and volunteers should consider:

- Combining journeys.
- Using public transport.
- Walking.
- Cycling.
- Car sharing.
- Virtual meetings as an alternative to travel.

Travel decisions should also consider safety, accessibility, and service user needs.

---

13. Community Activities and Environmental Awareness

The organisation encourages environmentally responsible behaviour during community activities and events.

Consideration should be given to:

- Waste minimisation.
- Recycling opportunities.
- Sustainable venue choices.
- Responsible use of resources.
- Environmental awareness discussions where appropriate.

The organisation aims to lead by example within the community.

---

14. Reducing Paper Use

The organisation will seek to reduce paper consumption by:

- Printing only when necessary.

- Using double-sided printing where possible.
- Storing records electronically.
- Sharing documents digitally.
- Reviewing printing practices regularly.

Reducing paper use supports both environmental and financial sustainability.

---

15. Water Conservation

The organisation encourages responsible water use.

Employees and volunteers should:

- Avoid unnecessary water consumption.
- Report leaks or faults where identified.
- Use water responsibly within organisational premises.

Simple conservation measures can contribute to long-term environmental improvements.

---

16. Home Working and Sustainability

Where home working arrangements are used, employees should be encouraged to:

- Minimise unnecessary printing.
- Use energy responsibly.
- Recycle waste appropriately.
- Support sustainable working practices.

Home working may also reduce travel-related environmental impacts.

---

17. Environmental Awareness and Training

The organisation will seek to promote environmental awareness among employees and volunteers.

This may include:

- Environmental updates.
- Sustainability guidance.

- Awareness campaigns.
- Training opportunities.
- Sharing good practice.

Environmental responsibility should form part of organisational culture.

---

18. Environmental Incidents

Any environmental incidents relating to organisational activities should be reported promptly.

Examples may include:

- Significant waste issues.
- Environmental damage.
- Pollution concerns.
- Hazardous material incidents.

Managers should assess concerns and take appropriate action.

---

19. Partnership Working

The organisation will seek to work positively with:

- Community organisations.
- Local groups.
- Environmental initiatives.
- Service providers.
- Suppliers.

Partnership working may help support wider sustainability goals.

---

20. Continuous Improvement

The organisation is committed to continually improving its environmental performance.

Improvement activities may include:

- Reviewing resource use.

- Monitoring waste reduction.
- Introducing sustainable practices.
- Seeking employee and volunteer suggestions.
- Reviewing environmental objectives.

Environmental sustainability should be viewed as an ongoing process.

---

21. Case Study

Scenario: Reducing Paper Usage

The organisation notices a significant increase in printing and paper consumption.

Action Taken

- Documents are made available electronically.
- Staff are encouraged to print only when necessary.
- Double-sided printing becomes the default setting.
- Electronic forms are introduced.

Outcome

Paper consumption is significantly reduced, resulting in lower costs and reduced environmental impact.

Learning Point

Small changes in everyday working practices can lead to meaningful environmental benefits.

---

22. Responsibilities

Directors

Responsible for:

- Promoting environmental sustainability.
- Providing strategic oversight.
- Supporting environmental improvement initiatives.

Managers

Responsible for:

- Implementing this policy.
- Promoting sustainable practices.
- Monitoring compliance.
- Identifying improvement opportunities.

Employees and Volunteers

Responsible for:

- Following sustainable working practices.
- Reducing waste.
- Using resources responsibly.
- Reporting environmental concerns.
- Supporting environmental initiatives.

---

23. Monitoring and Quality Assurance

The organisation will monitor:

- Energy usage where appropriate.
- Waste reduction initiatives.
- Recycling practices.
- Paper consumption.
- Sustainability objectives.
- Environmental concerns reported.

Monitoring findings will be used to improve environmental performance and organisational practices.

---

24. Review Arrangements

This policy will be reviewed:

- Annually.
- Following significant organisational changes.
- Following environmental incidents.

- Following legislative changes.
- Following sustainability reviews.

Related Policies

- Health and Safety Policy
- Business Continuity and Emergency Planning Policy
- Procurement Policy
- Records Management and Record Keeping Policy
- Risk Assessment Policy
- Volunteer Management Policy
- Employee Wellbeing Policy