

Environmental Policy

1. Environmental Statement

North Kent Mind takes seriously the need to minimise the adverse effect its work has on the natural environment. At the same time, we are conscious of the potential savings in overheads which can be made through good uses of resources. To this end we will:

- Operate and instigate good practices within our workplaces which seek to minimise waste and toxic emissions through controlled use of energy and resources, and through recycling
- Consider the environmental impact of all materials we use
- Scrutinise policies and procedures to ensure these do not unwittingly or unnecessarily contribute to an adverse impact on the environment
- Adhere to or exceed the expectations embodied in relevant legislation, namely:
 - Waste (England and Wales) Regulations 2011
 - The Hazardous Waste (England and Wales) Regulations 2005
 - Environmental Protection (Duty of Care) Regulations 1991
 - The Environment Act 1990
 - The Control of Pollution (Amendment) Act 1989

2. Implementation: Good workplace practices

As regards the office bases and all community venues in which our work is delivered, we will work towards the following:

2.1 Recycling/Reuse

- Composting of all kitchen waste in the Almshouses
- Recycling of all plastic bottles used on the premises
- Recycling of all glass bottles used on the premises
- Recycling of mobile phones
- Recycling of all computers, printers, and monitors
- Recycling of printer cartridges
- Reuse of envelopes for internal post
- Reuse of the blank side of non-confidential printed papers
- Recycling of all paper used

2.2 Efficient use of Resources:

- Lighting in offices will not be left on unnecessarily
- Computers not in use will be switched off and not left on stand-by
- Where possible, desks will be positioned to make best use of natural light
- The storage heaters will be switched off from 1st May-1st October
- When in use, storage heaters will be set to the minimum comfortable setting
- Where appropriate, memos will be sent electronically
- Computer printers will use draft quality as the default setting

- Double-sided photocopying will be used wherever possible
- Policies will be available to staff via the Website, to minimise printed paper copies
- Only paper with confidential information on will be shredded
- Periodic assessment of building efficiency in terms of insulation and energy efficiency

2. 3 Environmental Impact of Materials Used

- Our purchase of paper, cleaning materials and other short-life products shall be guided by an understanding of the balance between impact on the environment and cost to the organisation, using recycled and environmentally friendly products where appropriate.
- Purchase of electrical equipment shall be guided by an understanding of the balance between energy-efficiency and cost.
- No products harmful to wildlife shall be used in the Almshouse office garden.

3. Implementation: Practices Specific to Housing Stock

In partnership with the Landlord of the premises within which our supported housing is based we have instituted the following:

- Efficient buildings via double glazing, loft insulation
- Energy saving devices via energy saving light bulbs, water saving packs
- Installation of energy efficient white goods (within price restraints)
- Heating in communal areas on timer
- House rule about being considerate re noise (noise pollution)
- Educational Programmes with Tenants through:
 - Talks on energy saving e.g. turning off lights, turning down thermostats, closing windows, wearing appropriate clothing, keeping doors closed
 - Talks on recycling (green bins, brown bins etc)
 - Discussions re various ways to communicate other than via paper memos (e.g. email, text), balancing this with the fact that tenants generally prefer memos
 - Encouragement to use public transport rather than taxis
 - Encouragement to use gardens to grow vegetables
 - Encouragement not to waste water

4. Policies and Procedures

When creating new policies and procedures, or reviewing existing ones, we will consider the environmental implications which will result. Our policy on mileage allowance and essential car users' allowance does not, and will not, favour the use of less fuel-efficient vehicles.

5. Monitoring and Review

This statement comes from the work of the “Green Group” an ad hoc group of staff and managers within North Kent Mind. Progress towards these aims shall be monitored by the group (in which any staff or volunteer can participate) on an annual basis. North Kent Mind will ensure staff and volunteers are aware of environmental issues and enlist their support in improving our performance. We will encourage the adoption of similar principles by our suppliers and partners.