

Environmental Policies and Procedures

The purpose of this policy and procedures is to provide guidance to all those who work for Wexford Rape & Sexual Abuse Support Services on how to minimise the organisation's impact on the natural environment. The policy also aims to provide guidance on environmental best practice to staff and volunteers with Wexford Rape & Sexual Abuse Support Services, who are encouraged to comply with these provisions and to avail of our facilities in an environmentally friendly way.

The Manager is responsible for ensuring that the policy and procedures in this document are implemented efficiently and effectively. All other staff and volunteers are expected to cooperate.

Measures

These procedures list the measures which will be taken by Wexford Rape & Sexual Abuse Support Services, and which must be taken by staff and volunteers, to implement the policy.

Training and instruction

Wexford Rape & Sexual Abuse Support Services commits to providing or organising training or instruction to staff to facilitate implementation of these policies and procedures.

Consumption: use less

Wexford Rape & Sexual Abuse Support Services adopts a policy of 'use less' in order to be as environmentally responsible as possible.

1. Lighting

Lights should be switched off if rooms are unoccupied or natural light is good. Wherever possible, Wexford Rape & Sexual Abuse Support Services will purchase energy efficient light bulbs for use.

2. Temperature

Radiators should only be switched on if rooms are cold and occupied. Electric fans should only be used if the room temperature cannot be lowered by opening windows and closing blinds.

3. Electrical equipment

Electrical equipment should be switched off when not in use.

4. Paper use

Email should be used where possible to avoid unnecessary use of paper. Where email is not possible or appropriate, both sides of paper and card should be used. Double-sided computer

prints and photocopies should be made where possible. Staff should consider using notepads made with surplus paper where appropriate.

5. Water

Excess and wasteful use of water for cleaning, catering and gardening should be minimised.

Waste: minimise and recycle

Wexford Rape & Sexual Abuse Support Services aims to minimise its waste output and to recycle where at all possible.

1. Stationery

Stationery should be reused wherever possible. Reusable items or parts should be removed before disposing of any waste.

2. Recycling

Where possible, Wexford Rape & Sexual Abuse Support Services will use recyclable goods in preference to disposable alternatives. Recyclable goods, including glass, plastics, metal, paper, cardboard and printer cartridges should be recycled accordingly. A paper shredder should be used.

3. Unwanted goods

Wexford Rape & Sexual Abuse Support Services will where possible use furniture and equipment donated by others. Unwanted and unused goods should be donated to small voluntary and community groups where possible.

4. Repair

If possible, furniture, fixtures and fittings will be repaired rather than replaced.

5. Disposal

Items that cannot be repaired, reused or recycled will be disposed of carefully.

Purchasing: buy green products

Wexford Rape & Sexual Abuse Support Services will purchase products made in an environmentally responsible way where possible.

1. Printing

Where possible, Wexford Rape & Sexual Abuse Support Services will choose recycled and chlorine free paper for printing of posters, publications etc.

2. Office equipment

Eco-criteria will be included in the purchase of office equipment.

3. Cleaning

Wexford Rape & Sexual Abuse Support Services will strive where possible to purchase environmentally friendly cleaning products, and will minimise the amounts of cleaning materials used.

4. Food and drink

Wexford Rape & Sexual Abuse Support Services will strive where possible to purchase tea and coffee that has been fairly traded. Staff and volunteers are encouraged to avoid over-packaged food and drink.

Transport and communication: limit impact

Wexford Rape & Sexual Abuse Support Services strives to minimise its impact in terms of transport and communication.

1. Mail

Telephone and email should be used in the first instance if appropriate. If not, fax or ordinary mail should be used.

2. Couriers

Couriers should only be used if essential.

3. Transport

Staff and volunteers of Wexford Rape & Sexual Abuse Support Services are encouraged to cycle, walk or use public transport to and from work, and on work related business. Cycle parking is provided.

Enhancing wildlife: nature in the town/ city

Wexford Rape & Sexual Abuse Support Services commits to encourage bird life by providing feeding trays and water sources in the garden/ premises where possible.