Amaze Environmental policy

Amaze is committed to reduce the impact on the environment from our activities as an organisation. We will assess the impact of our operations and set objectives and targets in order to improve our environmental performance,. We will regularly review these targets.

We will:

* measure and assess the environmental impact of our operations;
* seek to reduce the negative impact in the areas of greatest priority;
* ensure that our other policies and services are developed in a way that supports this policy;
* identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives; and
* provide appropriate resources to meet the commitments of this plan.

Progress against these objectives will be reviewed on an annual basis by the Management Team and reported on to the next available meetings of the Management Committee and Full Staff Meeting.

It should be noted that control over some aspects of environmental impact lies with Community Base, for example, lighting, heating and, to an extent, recycling. Although we can communicate with the management of Community Base to sustain and improve its own environmental strategy, our objectives refer to those elements over which we have significant influence.

**Key objectives**

1. To monitor and reduce our energy use
2. To monitor and reduce our production of waste, and to increase our recycling
3. To monitor and increase the use of sustainable transport
4. To assess our existing and future suppliers for environmental impact

Key actions and targets to meet these objectives are outlined in the Amaze Environmental Management System, included as Appendix 1 to this policy.

**Appendix 1: Amaze Environmental Management System**

The Amaze Environmental Policy commits the organisation to a set of key objectives to reduce the impact of our operations on the environment. The Environmental Management System defines the targets, specific actions and timescales required to meet these objectives.

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| **Objective** | **Targets** | **Actions** | **Responsible** | **Complete by** |
| 1. To monitor and reduce our energy use | Reduce our contribution to energy use within Community Base by 10% by the end of financial year 2016/17 | Check with SCIP regarding the availability of energy saving facilities within IT equipment  Reduce the use of additional heaters in the winter, and fans in the summer, if possible  Remind staff to power down all equipment when not in use  Encourage the use of stairs rather than using the lift where appropriate | Tony Gove | March 2017 |
| 1. To monitor and reduce our production of waste, and to increase our recycling | Measure and reduce our production of waste by the end of financial year 2016/17, target to be confirmed  Increase the items we are able to recycle by 3 by the end of financial year 2016/17 | Explore ways to measure our production of waste and use of recycling, including composting if possible  Reduce paper use by producing guidelines for use of duplex, multiple pages by sheet, and doing test prints in preparation for large runs.  Encourage reading on screen and sharing information electronically where appropriate  Encourage the use of washable mugs, glasses and plates  Find ways to recycle items not included in the Community Base recycling scheme | Tony Gove | March 2017 |
| 1. To monitor and increase the use of sustainable transport | Increase the use of sustainable transport by the staff and volunteers of Amaze by the end of financial year 2016/17, target to be confirmed | Review the use of transport across Amaze  Support the use of sustainable forms of transport where possible, including encouraging take up of cycle mileage within staff and volunteer travel expenses and considering feasibility of a Cycle2Work scheme  Further encourage the use of home and flexible working | Tony Gove | March 2017 |
| 1. To assess our existing and future suppliers for environmental impact | Increase the procurement of recycled or second-hand materials and equipment by 10% by the end of financial year 2016/17  Increase the use of local or environmentally responsible suppliers by 10% by the end of financial year 2016/17 | Encourage the purchase of recycled stationery and other items  Encourage the purchase or sourcing of second-hand equipment and materials where possible  Review existing suppliers, including catering suppliers, and encourage the use of local suppliers, or those using local-sourced materials  Write a purchasing guide highlighting the environmental policies of potential new suppliers when required | Tony Gove | March 2017 |