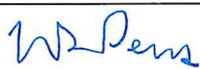


Environment Policy Information			
Version Number:	v1.3		
Policy History:	V1.0 – Original Policy adopted Full Board Trustees 09-2014 V1.2 – Current Policy approved by CEO 09-2018		
Policy update prepared by:	Diane Hicks (Operations and Resources Manager)		
Policy reviewed by:	Diane Hicks (Operations and Resources Manager)		
Policy approved by:	Neil Perry (CEO)		
Signature and Date	Name: NEIL PERRY	Signed: 	Date: 28/09/2021
Next review date:	Sept 2024		

ENVIRONMENT POLICY

The purpose of the Romsey Mill Environment Policy is to demonstrate our commitment to the protection of the local and global environment. We do so by seeking to promote the conservation and sustainable use of natural resources and minimizing environmental pollution in relation to all our activities.

Romsey Mill's Operations & Resources Manager is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

1. Purpose of Policy

Romsey Mill recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our operating methods, with regular review points. We will encourage participants, suppliers and other stakeholders to do the same.

2. Recycling and Reusing

In our efforts to recycle, all paper waste will be shredded and reused or recycled. Recycling bins have been put in place. Newspapers and other printed materials are taken to the local recycling centre. All cans and glass etc will also be taken to the local centre. Where possible all reusable materials will be disposed of in the most effective way, including printer cartridges which are reused.

In keeping with our policy, our charity shop also recycles anything that cannot be sold or reused within the centre at Romsey Mill.

It is our policy to work as closely as possible with local groups to provide the best means of reusing our resources. We believe it is our duty to the earth and the creatures within our world to cut down waste and keep pollution at a minimum.

3. Saving energy

In an effort to save energy lights and PCs are switched off when not in use and at the end of the day to save power.

Natural daylight is used as much as possible along with low energy light-bulbs. Sun pipes have been integrated in to the building to create natural lighting on the ground floor.

Offices have also been insulated to conserve heat and energy.

Staff and visitors are encouraged to travel by bike or public transport where possible to reduce CO2 emissions.

4. Catering Waste & Cleaning

Crockery plates, cups and glasses are used rather than disposable or plastic ware. A plumbed in water system has been introduced to reduce the requirement for bottled water. Fair trade products are used and catering waste is minimised by ensuring accurate ordering.

In keeping with our policy, our social enterprise Cara Coffee uses recycled paper goods where possible and encourages all customers to recycle any single use paper goods. Customers are encouraged to use reusable cups for takeaway drinks. Waste food is composted where possible.

Cleaning materials used will be as environmentally friendly as possible. Materials used in office refurbishment will be as environmentally friendly as possible. We will only use licensed and appropriate organisations to dispose of waste.

5. On-going commitment

Romsey Mill is mindful of the on-going requirement to take environmental considerations into account in business and decision making processes. We achieve this commitment by:

- Regularly reviewing our practises and identifying areas for improvement
- Communicating our environmental policy to suppliers, contractors, and partners encouraging them to act in accordance with it
- Ensuring employees understand and are responsible, where appropriate, for incorporating environmental considerations into daily activities.