

Environment Policy Information			
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Policy reviewed by:	Diane Hicks (Operations and Resources Manager)		
Policy approved by:	Neil Perry (CEO)		
Signature and Date	Name: N. PERRY	Signed: 	Date: 21/09/2026
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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 minimising 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 order to become more environmentally friendly, we strive to apply the following principles:

Eliminate - avoid producing waste in the first place;

Reduce - minimise the amount of waste we do produce;

Re-Use - use items as many times as possible;

Recycle - recycle what we can only after we have re-used it;

Dispose - dispose of what's left in a responsible way.

In our efforts to recycle, all paper waste will be shredded or reused or recycled. Recycling bins have been put in place. Newspapers and other printed materials are recycled into the appropriate bins which are collected by our refuse waste collection providers (currently Cambridge City Council). All cans and glass etc are placed in the appropriate bins for recycling and collected by our refuse waste collection providers. 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.

At our Charity Shop we do not automatically give out bags. Customers of our Charity Shop are encouraged to bring their own shopping bags. If a customer does ask for a bag, we reuse bags that have contained donated clothes.

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 global environment 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 lightbulbs. Sun pipes have been integrated into 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.

We make every effort to save water by ensuring the taps are off and not dripping, the dishwasher is full before it is turned on. When making hot drinks staff are encouraged to only boil enough water in the kettle for the drinks they are making.

4. Catering Waste & Cleaning

Crockery, plates, cups and glasses are used rather than disposable or plastic ware. A plumbed in water system has been installed 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. The Cara Coffee manager is a champion in recycling, very environmentally conscious and strives to reduce as much waste as possible. The vast majority of the food and ingredients used at the café is bought from local suppliers.

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.

We encourage all our staff to become paperless wherever possible. Double-sided printing and back-to-back photocopying is undertaken where practicable. E-mails and documents are not automatically printed.

Stationery, fundraising resources etc, are ordered in bulk which reduces the carbon footprint related to transport as well as the cost. Where practicable products manufactured from recycled waste should be bought.

For ordering of supplies we have introduced set days to place orders, in order to reduce our carbon footprint in reducing the number of deliveries received each week. Moreover, we will keep the order/delivery records in a digital format instead of printing them off.

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
- Raising awareness of environmental issues such as climate change and what individuals can do to counteract them.
- Ensuring employees understand and are responsible, where appropriate, for incorporating environmental considerations into daily activities.