

## Springboard Opportunity Group

### Environmental Policy

The Environmental Policy covers all aspects of the Springboard Opportunity Group operations – from good housekeeping measures to investment decisions. While we will continually seek to minimise our negative environmental impact, this will be done in the context of our financial and operational constraints.

We practise the principles of **Reducing, Re-using and Recycling** by:

**Reducing** waste where possible, thinking about what we buy and how we use it

- Not printing non-essential documents and emails
- Printing and photocopying on both sides of paper

**Re-use** wherever possible by trying to find a second life for items.

- Using scrap paper
- Re-using envelopes and packaging
- Repair rather than renew

**Recycle** when possible

- Recycling e.g paper, card, and plastic, printer cartridges
- Composting
- Office furniture or IT equipment that is being replaced
- Using / supporting social economy organisations to recycle materials
- When purchasing items of office equipment recycled options will be considered.

#### **Springboard will remain alert to opportunities for reducing our negative impact on the environment and following ethical practice**

- Consider purchasing local, fair-traded and environmentally sound goods, subject to cost implications
- Seek to minimize the use of energy in its operation and activities.
- Seek to keep work-related mileage to a minimum through such means as itinerary planning and car share and public transport will be considered, particularly when travelling longer distances
- Consider ethical nature of investments

This policy was adopted by Springboard Opportunity Group's Board of Trustees	
Date of meeting	14.11.17
Date to be reviewed:	Autumn 2020
Signed on behalf of the Board of Trustees:	Louise Petersen
Name of signatory:	Chair
Role of signatory:	

