

Company Name: Integrative Supported Living Care

Policy No: 03-1010	Authorised: Pellagia Margolis	Date: 15/01.2020
ENVIRONMENTAL POLICY		

The Organisation acknowledges its fundamental responsibilities relevant to the preservation of the environment. This Policy summarises the positive actions to be taken to reduce the adverse effects of the Organisation's business activities on the environment as far as is practical:

1. ADMINISTRATION:

Within the Organisation's administrative / office facilities the following steps will be taken to reduce the amount of waste materials generated through normal daily administrative routines, and to promote the concept of re-cycling wherever possible to contribute to reducing the Organisation's carbon footprint:

- 1.1 The Organisation is committed to working towards a "paperless" office in the course of carrying out its daily administrative duties. The use of electronic methods of communication such as e-mails in place of "hard copies" (paper) will be promoted. Printing of memoranda, e-mails, and other documents will only be undertaken where there is a specific need to do so, for example when original signatures are required on a document.
- 1.2 Waste paper that arises from the discard of documents will be collected for cross-cut shredding. This is of paramount importance where such documents are confidential (refer to *Policy Nos 1500 & 1505*). Shredded waste will be collected at regular intervals by approved contractors for re-cycling purposes.
- 1.3 Used toner cartridges from ink-jet and laser printers will be packed in their original boxes for specialist collection. This may involve contacting the printer manufacturer who offer a used-cartridge collection service for re-cycling purposes.

2. WASTE DISPOSAL:

Within the concept of waste materials, this will be limited to household waste that arises from the normal office and kitchen (--- **as appropriate** ---) environment. It is acknowledged that much of this material can be recycled and therefore this type of waste will be treated as follows:

- 2.1 *Household / kitchen waste that cannot be recycled* - collected in plastic sacks and placed into the refuse disposal container provided for that purpose. This container is kept outside and is kept closed at all times to prevent ingress of scavenging animals and to reduce the incidence of environmental litter. Disposal will be through the normal domestic refuse *disposal* procedures.
- 2.2 *Household / kitchen waste for recycling* - where the local authority provide appropriate containers for the collection of the following materials, these will be filled and left for collection on the appropriate days:
 - newspapers / journals - stacked and placed in bin;
 - metal cans - crushed and placed in bin;
 - glass bottles - rinsed and placed in bin;
 - plastic containers - crushed and placed in bin.

3. VEHICLES:

The use of vehicles by the Care Workers contributes to pollution. In order to minimise this the following will be addressed:

- 3.1 Where the localities and proximities permit, Care Workers will be encouraged to walk or use bicycles to visit service users.
- 3.2 Where a vehicle is necessary, e.g. for distant / remote locations, or for late-night working, the Care Worker is

Company Name: Integrative Supported Living Care

Policy No: 03-1010	Authorised: Pellagia Margolis	Date: 15/01.2020
ENVIRONMENTAL POLICY		

responsible for the proper maintenance and up-keep of his / her vehicle. This will include prompt attention to any repairs that may be needed, particularly affecting the exhaust / emission system, and also the appropriate annual MOT inspection which includes an exhaust emission control measurement.