

## The Renewable Energy Associations environmental policy statement

The Renewable Energy Association is committed to the development of the renewable energy sector. It includes the promotion of the benefits of composting and other biological treatment techniques for the enhancement of the environment, business and society. Therefore, it is only logical that the Association has a rigorous environmental policy. Like any organisation, the Renewable Energy Association recognises that in delivering services, it may have adverse impacts on the environment and these may be greater than is avoidable.

This policy statement provides a 'statement of intent' committing the Association to develop its environmental performance via an integrated approach based on the principle of continuous improvement. As a consequence of this, the management are committed to continuous improvements in environmental performance and the prevention of pollution.

The Renewable Energy Association will control and manage its activities to ensure risks to the health, safety and welfare of its employees, customers and the public are identified and action taken to minimise or eliminate their effects.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

Adverse effects of operational activities on the environment will be minimised as far as practicable. The objectives of the policy are:

- To comply with legal obligations under the current Health & Safety at Work Act together with all other applicable statutory provisions and relevant codes of practice
- To promote health, safety and environmental awareness throughout the organisation
- To maintain a safe and healthy working environment for its employees, with adequate facilities appropriate to the nature of the business activities
- To minimise the social impact of the company activities and avoid damage to the environment through regular reviews of the business from environmental and management systems audits
- To undertake environmental impact studies as part of any company relocation or enlargement of existing facilities
- To purchase, wherever possible, environmentally superior products and services from suppliers who have demonstrated a commitment to good environmental practice
- To develop and maintain a comprehensive waste management strategy to ensure disposal of all waste through safe and responsible methods.

More specifically, the Association makes the following commitments:

### **Energy use**

The Association will investigate the possibility of using environmentally safe and sustainable energy sources to meet our needs. The Association will ensure that heating within the building is not excess to our requirements and that through the use of time-clocks, the heating of the building during weekends and holidays is minimised.

### **Responsibility for products**

The Association will consider the environmental impacts of its activities at all stages of their life cycle - from design, to production, use, and finally disposal.

### **Resource consumption**

The Association will seek to address its impact on the environment through the adoption of a sustainable procurement policy. We will conserve resources through efficient use and careful planning.

### **Recycling**

The Association maintains that a primary part of its environmental strategy is sustainable waste management and as such recognises its responsibilities to recycle materials wherever possible. All paper and cardboard is removed by an authorised contractor on a monthly basis.

### **Disposal of waste**

The Association will minimise waste, and whenever possible recycle materials. We will dispose of all waste through safe and responsible methods.

### **The supply chain**

The Association will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation.

### **Training personnel**

The Association will implement our policies through guidelines and training.

### **Targets and goals**

The Association will set environmental targets and goals designed to improve our environmental performance.

### **Audit**

We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

## **Environmental procedures**

These set out in greater detail how we will achieve our Environmental policy.

## Resource Consumption

- Energy
  - Turn off all lights when not required/in rooms that are not in use
  - Turn off all electrical equipment when not in use e.g. computers and monitors
  - Set room thermostat to a maximum of 22 °C
- Water
  - Reduce consumption wherever practicable e.g. by turning taps off

## Procurement

- Consumables
  - Purchase goods made from recycled materials wherever possible
  - Request, where practicable, the environmental policy of our suppliers and consider these when making purchasing decisions
  - Specify that buffet lunches are supplied on washable trays and that we use our own washable crockery and cutlery (do not use disposables)
- Printed materials
  - Ensure all our publications, leaflets, stationery, conference programmes etc. are printed on recycled paper
  - Consider specifying, where practicable, the use of vegetable-based inks
  - Ensure that e-mails are not printed out unless absolutely necessary
- Conferences and Seminars
  - Establish an environmental event checklist to refer to for each event
  - Specify that venues provide refreshments and food on washable crockery and cutlery
  - Specify that milk and sugar are provided in mugs/containers and are not individually packaged
  - Consider resource impact and recycling options when selling sponsorship packages to exhibitors
  - Require venues to provide details of their environmental policy
  - In the event that events are managed by an external contractor, ensure that they understand the standards that are expected from them in respect to AfOR' s environmental policies

## Waste

- Minimise
  - Only print documents and e-mails where necessary
  - Print documents using the double-sided function

- Include the “Do you need to print?” caption and FSC logo in all email signatures
- Use e-mail communications instead of printed letters whenever appropriate
- Recycle
  - Recycle all our used office paper, cardboard, cans, plastic bottles and glass
  - Compost our tea bags, fruit and garden wastes on site
  - Printing - Send off all toner cartridges to the manufacturer/reprocessor for re-use/recycling
- Dispose
  - Ensure that all our residual waste is disposed of legally through a reputable contractor

## Travel

- Minimise
  - Question whether it is necessary to travel at all
  - Use teleconferencing facilities where practicable
  - Car/van share whenever possible
- Consider overnight stays for events etc. where practicable
- Options
  - Choose the ‘Least Carbon’ option whenever possible e.g. take the train rather than the car
  - Consider off-setting emissions from flights

## Audit and training

- Review
  - Review our performance annually and communicate this to all staff as necessary