



**West Wight Timebank is a community project  
that operates under Action 4 Support CIC**

## **ENVIRONMENTAL POLICY**

### **1. ABOUT THIS POLICY**

- 1.1 This policy details the commitment of Action 4 Support (A4S) CIC commitment to energy saving and sustainable environment.
- 1.2 A4S 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 business strategy and operating methods, with regular review points. We will encourage all our contacts to do the same.

### **2. RESPONSIBILITY**

- 2.1 Sally Gaeta (MD A4S) is responsible for ensuring that the environmental policy is implemented. However, all employees or sessional workers have a responsibility in their area to ensure that the aims and objectives of the policy are met.

This policy © 2019 Action4Support CIC.

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





### 3. POLICY AIMS

#### 3.1 We endeavour to:

- a) Comply with and exceed all relevant regulatory requirements.
- b) Continually improve and monitor environmental performance.
- c) Continually improve and reduce environmental impacts.
- d) Increase awareness and training with all our contacts.

### 4. PAPER

- a) We will minimise the use of paper in the office.
- b) We will reduce packaging as much as possible.
- c) We will seek to buy recycled and recyclable paper products.
- d) We will reuse and recycle all paper where possible.

### 5. ENERGY AND WATER

- a) We will seek to reduce the amount of energy used as much as possible.
- b) Lights and electrical equipment will be switched off when not in use.
- c) Heating will be adjusted with energy consumption in mind.
- d) The energy consumption and efficiency of new products will be taken into account when purchasing.

This policy © 2019 Action4Support CIC.

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





## 6. OFFICE SUPPLIES

- a) We will evaluate if the need can be met in another way.
- b) We will evaluate if renting/sharing is an option before purchasing equipment.
- c) We will evaluate the environmental impact of any new products we intend to purchase.
- d) We will favour more environmentally friendly and efficient products wherever possible.
- e) We will reuse and recycle everything we are able to.

## 7. TRANSPORTATION

- a) We will reduce the need to travel, restricting to necessity trips only.
- b) We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- c) We will make additional efforts to accommodate the needs of those using public transport or bicycles.

## 8. MAINTENANCE AND CLEANING

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

This policy © 2019 Action4Support CIC.

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





9. **RESPONSIBLE DISPOSAL OF HAZARDOUS WASTE**
- a) We are responsible for making sure that our hazardous waste doesn't cause any harm or damage.
  - b) Any materials used in office refurbishment will be as environmentally friendly as possible.
10. **MONITORING AND IMPROVEMENT**
- a) We will comply with and exceed all relevant regulatory requirements.
  - b) We will continually improve and monitor environmental performance.
  - c) We will continually improve and reduce environmental impacts.
  - d) We will incorporate environmental factors into business decisions.
  - e) We will increase employee/members or sessional workers awareness through our newsletter.
  - f) We will review this policy and any related business issues at our annual management meetings.

This policy © 2019 Action4Support CIC.

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





## 11. CULTURE

- a) We will involve all members and sessional workers in the implementation of this policy, for greater commitment and improved performance.
- b) We will update this policy at least once annually in consultation with members and other stakeholders where necessary.
- c) We will provide sessional workers with relevant environmental training.
- d) We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- e) We will use local labour and materials where available to reduce CO2 and help the community.

This policy © 2019 Action4Support CIC.

West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451

