

## Policy Appendix - Environment Management

The purpose of this document is to set out the detail of WEA's approach to environment management in support of the environmental sphere of WEA's Sustainable Development Policy. A copy of WEA's Sustainable Development Policy is located on WEA's Website and Staff Intranet.

**Scope:** All WEA staff, volunteers, premises, physical resources, other stakeholders services and operations.

### Minimal waste and responsible disposals

- ▶ Only buying and using items which are absolutely essential
- ▶ Hold a pool of equipment and other physical resources which can be deployed throughout the organisation
- ▶ Whole life-cycle considered in procurement and tendering activities
- ▶ Avoiding the use of single use/disposable items, e.g. plastic cups and catering items
- ▶ Encourage students to bring in their own resources and to recycle any unwanted/unused class consumables
- ▶ Recycling facilities in place in our premises for paper, cardboard and ink cartridges, and other recyclable materials as appropriate
- ▶ Inclusion of recycling and upcycling courses in our educational courses offer

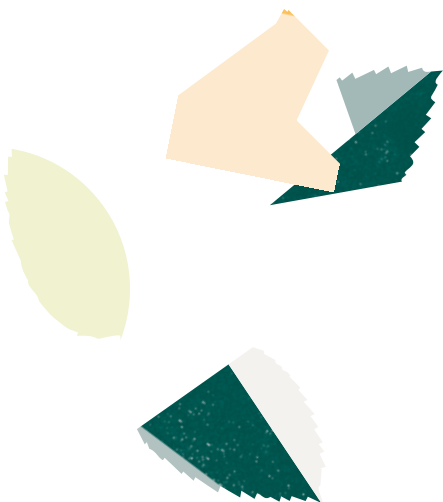
- ▶ Use of electronic communication and online materials wherever possible
- ▶ Fair trade products used where these are available and practical
- ▶ Students encouraged to consider sustainability and use of resources for the classroom

### Efficient use of energy and water consumption

- ▶ Physical resources selection includes
- ▶ Energy awareness initiatives in place in premises for example powering/turning down unused appliances, heating and lighting

### Responsible use of resources

- ▶ Compliance with WEEE and other environmental frameworks and regulations
- ▶ Sustainability policy and practices part of the scored criteria in tender processes for supplier selection
- ▶ 'Green' and 'environmentally friendly' stationery used as standard



The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).