

Platform is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

This Environmental Policy covers all aspects of Platform's operations - from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services which adhere to environmentally sound ways of operating.

All staff have access to this Environmental Policy through the staff information file held on the "h" drive of our computer network. The Environmental Policy will be regularly referred to in decision-making and through team meetings. It is to be included during the induction of new permanent staff, temporary staff, sub contractors and board members. It shall be reviewed bi-annually by the Business Management team.

Platform practises the principles of the 3Rs by:

- 1** Reducing waste where possible by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money. We will endeavour to avoid disposable cups and food packaging bought by the office and for events. We will ensure all our printing and photocopying is done on double-sided paper.
- 2** Re-use wherever possible by trying to find a second life for items especially paper and office stationery. Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents. We are committed to the re-use of envelopes and packaging where possible.
- 3** Recycle as the least preferred option of the 3Rs. All paper, card, glass, tin will be recycled. Food waste will be composted. Toner cartridges and inkjets will also be recycled. If office furniture or IT equipment is being replaced then Platform, will seek to have those items reused or recycled. We will use/support social economy organisations to recycle materials as appropriate.
- 4** Platform will buy recycled. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption. When purchasing other items of office equipment recycled options will be considered.
- 5** Platform will seek to purchase fair-traded and environmentally sound goods. In particular sourcing of refreshments for meetings, training and events should wherever possible be purchased from local suppliers to reduce food miles (preferably within the social economy). If possible food should be organic, fruit and vegetables should be in season and tea, coffee and other products (e.g. chocolate biscuits!) should be fair-traded. Any wood products purchased should carry the Forestry Stewardship Council logo.

- ⑥ Platform will promote the use of cycling and walking as the main means of travel to local meetings, and use public transport where systems allow efficient use. For journeys that require the use of a car, car sharing will be encouraged.
- ⑦ Platform will seek to minimise the use of energy in its activities. For example lights and equipment will be switched on only when needed and not out of routine.
- ⑧ Platform have registered with Carbon Footprint and follow their procedures and guidelines on a daily basis. We have calculated and offset our carbon footprint.