

WESTWHEELS CAR CLUB - ENVIRONMENTAL POLICY

Purpose

This document describes WestWheels Car Club policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

Policy

We recognise that we have an impact on the environment from the provision of our services. We are committed to meeting our customers and our stakeholder's needs by providing sustainable services and minimising the impact of our operations on the natural environment.

We are committed to:

- Preventing pollution and minimising adverse impacts on the environment and local community
- Following guidelines recognised as good industry environmental practices
- Conserving resources by ensuring that at least 10% of our vehicle are alternative fuel / energy efficient
- Encouraging our service providers to implement the principles of our environmental policies
- Advising and assisting our customers to improve their environmental performance and developing sustainable methods of use.

We will:

- Endeavour to ensure compliance with all applicable legislative requirements.
- Communicate our objectives to our employees
- Review our objectives and report internally
- Providing, training and raising awareness for our employees to enable them to perform efficiently.
- Co-operate and communicate with our neighbours, government and other stakeholders to achieve the shared goal of improving the environment.
- Encourage staff to use sustainable travel their main form of transport by providing loans for season tickets and bike purchases

Responsibilities

a) Energy Conservation

Employees and Directors shall:

- Turn off lights when not in use and use natural light when possible
- Turn off, and not just log off all computers, terminals, and other office equipment at the end of every work day

- Activate the power down features on your computer and monitor to enter into a low-power/sleep mode when not in use
- Unplug equipment that drains energy even when not in use (e.g., phone charges, printers, heaters, kettle)
- Utilise videoconferencing and conference calls as an alternative to travel when possible

b) Reduction of Materials Consumption

Employees and Directors shall:

- Avoid using paper by distributing and storing documents electronically
- Print and photocopy only what you need and double side your jobs when possible
- Tell colleagues that you prefer double-sided documents
- Use scrap paper

c) Minimise Waste and Increasing Recycling

Employees and Directors shall:

- Use durable reusable beverages containers, plates and utensils
- Reduce the amount of toner in documents that will be printed when possible
- Print documents in black and white or grayscale whenever possible
- Recycle paper, paper products, plastic, boxes, bottles, cans, batteries, toner and ink cartridges

Management and monitoring

The management and monitoring of the responsibilities outlined above and of the Environmental Policy shall be the responsibility of the Board.

Review

We will establish and periodically review our environmental policy, objectives and targets. These objectives will be audited regularly to monitor the company achievements and its commitment to pollution prevention and continual improvement of environmental performance.

Approved by	Lucy Conway & Sue Hollands
Date approved	22/9/19
Date to be reviewed	1/9/20