AT/FL Policy	Environmental Policy	**Policy Ref**	PD18
Key Users			
Objective			
Purpose			
Periodic Review	Every 2 years		

Originator – (Document Owner - print and sign)	**Lead Director** (Approves issue and implementation and takes to Board)	**Date Revised**	**Version**	**Comments** (Specific Changes made/confirmation that the review has taken account of any legal/regulatory changes)	**Approved for Issue and Implementation by**	**Date**
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ENVIRONMENTAL POLICY

INTRODUCTION

The Angling Trust is an organisation committed to improving the environment.

The running of any organisation creates demands on the wider environment but these can be minimised and in some cases offset.

This environmental policy seeks to set high standards for the Angling Trust's own performance on the environment, for the following reasons.

Firstly, we are concerned with the maintenance and improvement of the natural world for the benefit of fish and fishing. Hence we need to make sure that what we do and what we buy has the minimal harmful effect on the environment around us.

Secondly, we are a public-facing advocacy organisation, actively promoting various environmental issues. We need to 'practice what we preach', both for our own sakes and to reduce the considerable reputational risk of bad publicity that would come if we were found to be spending money in ways which damage the environment needlessly.

Thirdly, by reducing our use of products, we can save money, enabling us to spend more on fulfilling our mission to protect the water environment on behalf of our members.

Finally, we spend millions of pounds on goods and services. This spend allows us a significant influence over at least our major suppliers, including those who may otherwise have little regard for the environment, encouraging them to work in ways congruent with our goals and promoting environmentally friendly practices within the business community.

ISSUES

1) Water use

Rivers are threatened by low flows in summer and the Angling Trust has a number of campaigns that relate to over-abstraction of rivers for water supply. The Angling Trust should show a lead in promoting water conservation in its own office and should seek to reduce the amount of water it uses.

The Angling Trust uses a considerable amount is used in flushing the loos. The amount of water used per flush has been reduced by placing a plastic bag device called a 'hippo' in the cistern which can reduce the 'flush' by 3 litres.

2) Electricity use

The generation of electricity from non-renewable sources brings with it environmental damage, most obviously by way of CO_2 emissions and the threat of climate change. The threat to rivers and fish populations from climate change is significant. There are also other ways in which conventional electricity generation can have a direct effect on angling.

The use of electricity can be minimised within any office by using low energy light bulbs, not overfilling electrical kettles and by switching off appliances when not in use. PC monitors, printers and copiers should be switched off at the end of the day, and particularly on Friday evenings, rather than being left on standby.

ACTION

1) Staff must always turn off computers, copiers and printers when not in use and especially at night. Nothing must be left on standby for prolonged periods of time – **All Staff.**

2) Where possible, lights will be turned off and as existing lightbulbs fail, all replacement lightbulbs will be low energy bulbs – **All Staff / Office Managers**

3) All staff will be careful not to overfill electric kettles, boiling only what is required – **All Staff**

3) Heating and hot water

The Angling Trust has gas-fired central heating and water heating in Leominster. The burning of gas contributes to CO_2 emissions and climate change as well as consuming finite resources.

Little or no hot water is used at either office, but is required for cleaning purposes at the end of the day. As there is a relaxed dress code in the office, wearing warm clothes is preferable to heating the building.

ACTION

1) Where possible, the thermostat will be turned down to avoid overheating the office

2) The hot water timer to be adjusted to reflect the need for hot water at 5pm for cleaning purposes.

4) Transport

One of the largest impacts on the environment by the Angling Trust is the use of the car as the primary means of transport for travelling to work and travelling to meetings and events. The emission of CO_2 contributes to climate change and the extra traffic generated contributes to congestion which causes higher emissions per mile travelled.

The Angling Trust should seek to reduce the use of the car as far as possible, both for commuting to work and during work-related visits. Travelling by train is safer and also often more cost-effective and time-efficient as it allows staff to work en route. . Buy advance and split tickets from www.raileasy.trainsplit.com to make tickets more cost effective, particularly at peak times.

ACTION

1) Cycling, running or walking to work are widely recognised as the most environmentally friendly way to commute.

2) For every journey to be made by car on Angling Trust business, consideration will always be given to a public transport alternative, weighing up any time saving by car as against potentially usable time spent on trains – **All Staff**

5) Waste electrical equipment

Old electrical equipment that is still functional can be gifted to organisations such as www.computer-aid.org, www.recom.org.uk or local charities. This avoids it ending up in landfill sites. It also helps to reduce demand for new goods.

The Angling Trust will from time to time have broken waste electrical equipment requiring disposal. This is best recycled by the original manufacturer where possible as was achieved with the old Xerox copier. Indeed some manufacturers now have voluntary take-back schemes in place following the entering into force of the WEEE Directive.

Any strip lighting can be recycled – each one contains enough mercury to pollute 30,000 litres of water and they are now categorised as hazardous waste. Recyclite (www.recyclite.com) will provide a storage box for the storage of used strip lights which it will collect when full. The WEEE Directive made manufacturers responsible for their collection from January 2006.

ACTION

1) The Angling Trust will gift any functional but redundant equipment to re-use charities and outlets –**All staff**

2) Any broken electrical goods will be disposed of by contacting the manufacturers to determine the best route for recycling – **All staff**

3) All used strip lights will be stored for recycling**- All staff**

6) Paper use and supplies; other stationery

Using recycled paper uses fewer resources in its production and prevents unnecessary felling of woodlands for paper.

The Angling Trust sends out a lot of printed material every day, especially in mailshots and this could be on recycled paper. The Angling Trust also generates a great deal of scrap paper. All staff should consider carefully whether they really need to print out e-mails and other electronic documents and whether printing on both sides of the paper is appropriate (ie where further copying is unlikely). Using scrap paper (printed on one side) reduces overall paper consumption.

E-mails, far from reducing paper use in offices, have served to increase it markedly. All staff should consider whether it is necessary to print out all pages of an e-mail, or merely the first page. E-mail settings on the computers can also be adjusted to avoid sending copies of earlier e-mails when 'replying' to e-mails.

The Angling Trust receives many envelopes each day that are opened cleanly by paperknife. These can be easily re-used and should be so as far as is possible.

In its own mailshots, the Angling Trust should avoid the use of plastic shrink wrapped mail-shots.

All ink cartridges can be recycled via a variety of routes for re-filling – if in doubt, it is possible to check on www.inkdirect.org.

ACTION

1) The Angling Trust will reduce its paper consumption by reducing the amount of printing it does and by printing on both side of papers by default and using of scrap paper where appropriate – **All staff**

2) 'Green stationery' suppliers will be investigated to source all Angling Trust stationery. The Angling Trust will use recycled or FSC-certified paper. The Angling Trust is prepared to pay a premium for such supplies – **All staff**

3) The Angling Trust will re-use envelopes as far as possible and will investigate the cost of Angling Trust branded re-use labels - **All staff**

4) The Angling Trust will recycle all used ink cartridges and all paper from the office – **All staff**

7) Waste paper recycling and other waste

Recycling of all waste paper, card and junk mail avoids landfilling / incineration of waste and saves resources. Paper recycling bins all over the office can accept all junk mail, waste paper and envelopes which can't be reused.

Any cardboard can equally be separated and stored for recycling.

Any glass, cans or plastics (milk containers) can also be recycled. Recycling aluminium cans saves 95% of the energy required to produce a new can. A simple collection system is in place in both kitchens to collect these. A quick rinse stops any smells being generated.

ACTION

1) Waste paper recycling bins have been placed throughout the office and paper collected for recycling via an approved office paper recycling scheme **– All staff**

2) Waste cardboard will be collected for recycling via local services **– All staff**.

3) Any tins, glass or plastic milk cartons will be rinsed and stored for recycling **– All staff**.

8) Cleaning products

Many household or industrial cleaning agents are very harmful to the aquatic environment – not least in their production.

ACTION

1) The Angling Trust will purchase and use only environmentally-friendly cleaning products and will minimise any unnecessary use of cleaning agents and air fresheners. These are available locally at the organic shop in Leominster.

9) Coffee / Tea

The Angling Trust staff drink coffee and tea, both of which can be bought from fair-trade and environmentally sound sources. Milk should be organically produced and locally sourced if possible.

ACTION

1) The Angling Trust will only purchase fairtrade and organic milk, coffee and tea.

STAFF INVOLVEMENT

Although some of the action points above will be the responsibility of one individual to progress, the success of this environmental policy will depend on all staff being prepared to change their habits.

Equally staff may have ideas and suggestions as to how to improve the Angling Trust's own environmental performance. These would be welcome and should be brought to the monthly staff meetings.

Implementing an environmental policy is a continuous process and it is hoped will lead to improvements year on year in the Angling Trust's own environmental performance.