



## Environmental Policy

Wales Council for Voluntary Action (WCVA) represents, campaigns for, supports and develops voluntary organisations, community action, and volunteering in Wales. We represent the sector at a European, UK, and national level.

Together with County Voluntary Councils, Volunteer Centres and other specialist bodies. We provide a support structure for the sector in Wales.

WCVA's Board of Trustees has signed up to the Welsh Government's Sustainable Development Charter, and we will:

- Be clear about our role, responsibilities and commitments in relation to sustainable development
- Provide clear leadership for sustainable development, within our organisation and with those we work with
- Promote continuous improvement so that we continue to reduce the environmental impact of all our activities
- Embed sustainable development into our decision-making
- Strive to be an exemplar organisation, to lead and inspire others to act.

We will commit to adopting working practises that will help to have a positive effect, assist towards continued environmental improvement, prevent pollution and reduce unavoidable negative influences caused by WCVA's activities.

This policy commits WCVA to ensure compliance with Environmental legislation whilst protecting the environment.

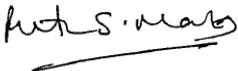
This environmental policy covers all aspects of our operation. In addition WCVA will comply with the new Green Dragon Standard 2016:

- Produce a register of legal compliance - identifying environmental legislation that applies to the organisation and it's activities
- Manage Legal Compliance - document and demonstrate compliance with environmental legislation.
- Produce an Emergency Preparedness document - to develop plans to control environmental risks and emergencies
- Manage internal communication and competence -ensure staff are aware of their roles and responsibilities within the Environmental Management System

- Ensure organisations we associate with are aware of our policies and to encourage them to develop their own good environmental practices.

This policy will be maintained and implemented by the Facilities Officer with the assistance of relevant staff and the Senior Management team (SMT). WCVA is committed to developing organisational action plans and continue implementing the Green Dragon environmental standard to at least level 2, whilst looking at our key impacts which include waste, water usage, energy and transport.

It is the responsibility of all trustees, employees, visitors, tenant organisations and contractors to fully support this policy through their active co-operation and participation.

**Signature** 

Ruth Marks,  
Prif Weithredwr

**Date** December 2019

## **APPENDIX 1**

### **Responsibilities of all staff**

In the undertaking of their daily duties we recognise that all of our staff will have an influence on the environment.

One of WCVA's underpinning values is that we demonstrate sustainability – making a positive impact on the planet and its resources. We expect all staff to take account of our values in their day-to-day work, and to put these into practice.

In particular, staff are asked to observe the following:

#### *Recycling*

- Re use paper, envelopes, folders etc whenever possible. Once reused – recycle. (WCVA has a commitment to reduce the amount of waste it generates - so recycling is vital).
- Only print when essential – use print preview as much as possible in order to minimize paper use in the first place.
- Recycle any empty bottles, cans, cardboard boxes in the receptacles provided.
- Food waste caddies are provided and situated in all the kitchens (Baltic House only).
- Recycle used toner cartridges in the receptacles only.

#### *Transport*

- Public transport, walking, cycling or car share are promoted as the preferred form of transport for all WCVA staff – including travel to and from work and meetings etc.
- Use video or teleconferencing for meetings when possible to reduce/eliminate the need for travel.
- Car use must be in accordance with the procedures set out in WCVA's [Travel and subsistence policy](#).

#### *Energy use*

- Use energy - water, lighting and heat efficiently. Switch off lights, computers, printers when not in use - and especially when out of the building.
- Put your computer onto the energy saving mode when you are away from your desk for short periods.
- Control heaters sensibly.

#### *Awareness*

- Be aware of other environmental issues – ie purchasing items of stationery etc – check what is in the building first.
- When you can, inform outside organisations about WCVA's Environmental policy.

Our Environmental policy reflects and has drawn on the personal commitment of staff who share our values, and who fully support its objectives. We expect all staff to make the policy work because of this commitment. However, in the event of any member of staff repeatedly failing to meet their responsibilities as outlined above, it will be considered a breach of this policy, and may result in disciplinary action.

## **REVIEW**

**December 2019** (Review date: December 2020)

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