

# Mapping for Change CIC - Environmental policy

Last Reviewed : 31/05/2021

Next Review : 31/05/2022

## Mission statement

Mapping for Change recognises that it has a responsibility to the environment above and beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers, partners and other stakeholders to do the same.

## Responsibility

Louise Francis, Managing Director, is responsible for ensuring that our environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

## Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

## Paper

- We will minimise the use of paper in the office.
- We will reduce and reuse packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## Energy and water

Our office is located within a Passivhaus building, constructed specifically to minimise energy and water consumption.

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## Office supplies

- We will evaluate if repairing or sharing is an option before purchasing new equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

## Transportation

- We will reduce the need to travel, restricting to essential trips only.
- We will encourage employees to use public transport to and from the office and meetings.
- We will promote the use of travel alternatives such as email or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

### Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

### Events and Catering

- Sustainability, food miles and environmental impact will be taken into account when selecting catering suppliers.
- Accessibility via public transport will be given strong consideration when selecting event space.
- Agendas, programmes and delegate packs will only be printed when absolutely necessary.

### Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.

### Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.

Name

Louise Francis

Position

Managing Director

Date

31/05/21

Signed

