



for disabled children  
and young people in Sussex



## **Environmental policy**

### **Introduction**

At Amaze we recognise that protecting the environment is of high importance to our staff, our supporters and our service users. We recognise our responsibility to manage our environmental impacts carefully. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our strategy and operating methods, with regular review points. We will encourage service users, suppliers and other contacts to do the same.

We are committed to:

- Incorporating environmental considerations into our strategic and operational decisions.
- Improving and monitoring our own environmental performance.
- Promoting environmental awareness among our service users and suppliers.

### **Policy priorities**

**Specifically, we plan to reduce our impact on the environment and have identified the following priorities to deliver over the next 3 years.**

#### ***Service Delivery***

- Many of our services are delivered virtually – via phone, email, text, or web-based. Where this is the case, we will continue hybrid working for most staff, dependent upon job role and the needs of the service. This allows staff to work from home for part of the week - reducing travel emissions – but then also work some time together in the office, which we have found is essential for peer support, training, and sharing good practice.
- We will continue efforts to add more web-based resources, including webinars and running training online, which improves accessibility for some families, and also reduces the emissions from travel by our service users and staff.
- However, many young people, and some parent carers, still prefer, or need to meet with our staff or volunteers, face to face. In these instances, we will reduce our staff/volunteer's emissions, and encourage our families to do the same wherever possible, by selecting venues or meeting points with them, which are convenient and allow use of public transport, walking or cycling.
- We will continue to explore ways of further reducing our paper use. All our resources are available via our website and we usually send links to these via email, rather than printing and posting hard copies. That said, we will offer to do this if a family is particularly vulnerable, or does not have access to IT.
- We will continue to develop our client management system and use of scanning to ensure we run a paper-less filing system.

#### ***Energy***

- We will continue to seek ways of reducing the amount of energy used in our offices and home offices (where staff continue to work part of the week at home)
- We will continue to encourage staff working from home to think about efficiency of heating arrangements for their home offices
- We will discuss with landlords the potential for switching to a 'deep green' energy tariff at the offices
- We ask landlords to replace failing lamps/bulbs/tubes with LED ones
- We will encourage staff to install LED bulbs in home working spaces, and consider providing these

- We will continue to seek ways of reducing the amount of energy used in our offices and home offices.
- We will ask our landlords to source our energy from the most sustainable supplier, subject to cost constraints.

### ***Transportation***

- Amaze exists to support children, young people with additional needs, and their families, some of whom have disabilities that make walking, or using public transport harder, and they might be more reliant on their disability vehicle or using a taxi.
- As an organisation we will try to offset this wherever we can by our own staff seeking to avoid unnecessary commuting and travel for meetings, attending online wherever possible
- We will continue efforts to increase accessibility to services, and reduce the emissions from travel by our service users, by offering more of our services remotely.
- If meeting face to face is preferable for families, we will reduce our staff/volunteer's emissions, and encourage our families to do the same wherever possible, by selecting venues or meeting points which allow the majority to use public transport, walk or cycle.
- We will offer our staff incentives to cycle to work, and will offer them 'cycling mileage' if cycling for work meetings.

### ***Purchasing of goods and services***

- We will continue to review, on an ongoing basis, the goods and services we purchase for use and seek to source as sustainably as possible, changing suppliers when necessary.
- We always look to use second hand, or donated, equipment, stationary and other supplies wherever possible, or purchasing these locally wherever possible. This saves us money but also contributes to the circular/local economy and reduces carbon use by reducing transportation miles.

### ***Administration***

- We will review our stationery supplier and aim for 100% Post-Consumer Waste Content (PCW) paper.
- We will discuss with landlords the potential for using fully biodegradable cleaning materials.
- We will discuss with landlord the possibility of reintroducing food waste collections
- We will continue to recycle all card, plastic, glass, and our printer cartridges
- We will only buy fair trade goods eg tea, coffee, sugar for the office

### ***Finances***

- We will prioritise environmental considerations in key financial decisions, like choosing our bank accounts, insurances and pensions, and offices to work from.

### ***Comms***

- We will promote our commitment to environmental protection, to SEND families – by running a range of (related) features in our e-newsletters covering topics like energy efficiency (linking to claiming the right benefits); wellbeing articles promoting walking/cycling as part of this and explaining the work Amaze is doing to get to net zero and encouraging others to do the same.
- We will research switching our website hosting to a sustainable hosting provider

## Our Environmental Management System

We have developed an Environmental Action Plan to ensure we meet the requirements of this policy. The Environmental Action Plan, together with this policy, comprises our Environmental Management System (EMS). Our EMS is independently certified by Green Small Business. Our certification is maintained through an annual audit carried out independently by Green Small Business.

## Responsibilities and Breach of Policy

Everyone is responsible for their own compliance with this policy. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Please refer to our **Disciplinary Policy** for further information on disciplinary procedures. Staff who are unsure about whether something they propose to do might breach this policy, should seek advice from their manager or the policy owner.

## Communication of the Policy

This policy will be available in the policies folder and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be available on request. Reminders will be given at staff meetings.

## Related Forms / Associated Documents

Environmental Action Plan

## Related Policies

Please also see the following related policies:

- **Disciplinary Policy**

## VERSION CONTROL / RECORD OF CHANGES

Review date	Version	Section	Changes/Comments