

CADWYN CLWYD Environmental Policy

Introduction

1. This policy:

- covers operational and support services such as facilities management, office services, printing, publishing and procurement;
- applies to all parts of the Cadwyn Clwyd;
- will be reviewed and revised as necessary at least every three years.

Responsibility

2. Responsibility for integrating environmental considerations into Cadwyn Clwyd's activities and other operational areas is taken by the LAG Board of Directors. Day to day work is delegated by them to the Cadwyn Clwyd Manager.

3. Similarly, the business plans for the Cadwyn Clwyd will require the Board of Directors to

- be accountable for the environmental performance of Cadwyn Clwyd, and
- ensure that environmental considerations are core to each element.

Aims

4. Cadwyn Clwyd continually aims to improve its environmental performance by:

- **conserving** energy, water, wood, paper and other resources - particularly those which are scarce or non renewable - while still providing a safe and comfortable working environment;
- reducing **waste** through “reduce, re-use and recycling” and by using refurbished and recycled products and materials where such alternatives are available;
- encouraging practices to minimise vehicle emissions;
- encouraging **manufacturers, suppliers and contractors** through tighter specifications to develop environmentally preferable goods and services at competitive prices;
- ensuring that any **products derived from wildlife** such as timber, plants and leather goods are from sustainable sources, and comply with EU and international trading rules such as CITES (the Convention on International Trade in Endangered Species);
- working with **contractors** to improve environmental performance where this is relevant to the contract and to the achievement of value for money;
- ensuring, where practicable, that **buildings** occupied by Cadwyn Clwyd are designed, constructed and operated to improve their environmental performance;
- **educating, training and motivating staff and contractors** to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives; and

- **communicating** openly with staff about environmental policies and best practice (including best available scientific advice) and **co-operating** with others in the public and private sectors at home and abroad to develop and promote environmentally sound practices.

Objectives

5. Cadwyn Clwyd will preserve natural resources and reduce pollution by striving to achieve the following objectives.

Conserving resources

(a) Energy

to improve energy efficiency within Cadwyn Clwyd's activities by promoting best practice.

- buying energy efficient equipment which achieves value for money;
- introducing new techniques and technologies for using energy more efficiently without loss to productivity or comfort; and

(b) Waste

to reduce the solid waste produced from Cadwyn Clwyd's operations by using resources more efficiently and improving recycling schemes and to ensure that:

- all waste is dealt with in accordance with legal requirements and best practice,
- all staff are encouraged to practice the 3 "Rs", i.e. reduce, re-use and recycle.

(c) Water

- to monitor water consumption within Cadwyn Clwyd;
- to use the information to develop benchmarks against which targets can be set to reduce water consumption by following best practice, where feasible, installing flow restricting devices, waterless urinals and more efficient technologies where it is economic and practicable to do so; and where appropriate, specifying water-efficient appliances and equipment.

(d) Wood:

- to purchase sustainably produced timber and timber products (such as joinery, fittings, furniture and veneers) by, for example, specifying in orders and contracts that suppliers provide documentary evidence (which has been, or if necessary can be, independently verified) that the timber has been lawfully obtained from forests and plantations which are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous or forest-dependent people.

(e) Paper

- to reduce the use of paper, e.g. by double sided printing and copying and maximising the use of alternative technologies and electronic media;

Reducing pollution

(f) Climate Change:

to reduce emissions of carbon dioxide by:

- reducing energy consumption in Cadwyn Clwyd buildings (*see 5(a) above*);
- encouraging practices to minimise vehicle emissions;
- reducing emissions of carbon dioxide, carbon monoxide, volatile organic compounds and oxides of nitrogen by cutting vehicle emissions (*see 5(g) below*).

(g) Vehicle emissions

- reviewing staff travel and encouraging staff to consider forms of travel and communication which are less polluting than cars such as walking, cycling, public transport, tele-working and video-conferencing.

(h) Hazardous Substances

- to continue to discourage smoking through education and by prohibiting it except in designated smoking areas.

(i) Bio-degradable Substances

to use fully bio-degradable substances such as wood, cardboard and paper where they provide the best environmental option and value for money.

(j) Litter

to comply with the Environmental Protection Act 1990 by keeping Cadwyn Clwyd's grounds clear of litter and refuse - taking account of the statutory Code of Practice on litter.

(k) Noise

to comply with statutes, regulations, by-laws and codes of practice to keep noise levels as low as practicable.

What this means for the Procurement of Goods & Services

6. Procurement has a very significant environmental impact. Cadwyn Clwyd is therefore committed through its buying decisions to:

require that all purchases are made in accordance with this policy statement, relevant current and foreseen legislation, its guides for suppliers and buyers and other official guidance.