



Eden Local Agenda 21 Environmental and Sustainability Policy

Policy Statement

Eden Local Agenda 21 is committed through its Constitutional Objects and Mission Statements to raising awareness and supporting actions towards the adoption of sustainable development practices, a policy that includes the long term protection and enhancement of the environment. In serving this goal, Eden LA21's own operations follow the same set of principles that the Charity promotes and that are set out below.

As an office based 'service' sector, Eden LA21 does not manufacture or process any materials. Its operations include little more than use of computer equipment, use of paper, postage, promotional materials, stationery and travel. Where Eden LA21 arranges meetings with partner agencies, the delivery, location and organisation of these will be steered by consideration to minimising the consequent environmental impact whilst maximising the opportunities for local sustainable development such as the use of local training organisations, local food caterers and local printers, for example. (Critically, the decision over whether a meeting is entirely necessary (rather than telephone calls / notes circulated) must be part of this process.

Eden LA21 is mindful of both the upstream and downstream consequences of its actions, waste and purchasing; and in every instance tries to take account of the full life-cycle of a product or process before making a decision. When such information is not available, the Charity adopts the most generally accepted environmentally sensitive approach.

The Charity believes that beyond achieving the highest environmental standards itself, it has a duty to influence members of the public and commerce to adopt similar practices.

In pursuit of this policy of minimising their environmental impact and promoting sustainability, Eden LA21 aims to:

- 1. Eliminate or Reduce the use of resources – both material and energy resources.** This includes using emails and storing the information in computer files rather than printing. Also the encouragement of our Members to received the newsletter and any promotional literature by email, wherever possible and appropriate. Where printing is required, to use both sides of paper and to reuse paper only printed on one side. The printer will have one tray dedicated to single sided used paper. Energy consumption will be reduced by maximising energy efficiency and the management of heating our office (e.g. not having the central heating on while windows are open, and not using the lights when ambient light from

the windows is sufficient); by switching off computer and IT equipment when not in use for more than 30 minutes; by using less water by the use of plugs and wash basins in the kitchen; by filling kettles with only the appropriate level of water for that required; making sure the office fridge is kept ice-free; using a fuel efficient car for business travel, only when bicycle and / or public transport are unavailable or inappropriate to the circumstances. All office cleaning equipment and toiletries etc should be environmentally sensitive (e.g. Ecover, recycled toilet paper), wherever possible.

2. **Re-use materials.** This applies especially to paper that is printed or used on only one side. This should be stored in a tray near to the computer for printing on the un-used side. Unused promotional or educational material should be reused where possible with stickers to 'update' material where appropriate. Cartridges for the printer should be re-used wherever possible, using Cartridge World or the manufacturer's service. Furniture and office equipment should be sourced from a reuse organisation such as Impact Housing when available. Consideration should be given to the full life cycle of the product.
3. **Recycle materials that cannot be re-used.** Paper and card should always be recycled. Computer equipment, once 'obsolete' should be offered to computer recycling company where possible. All materials from the 'canteen' or private use within the office should be recycled using the District's domestic recycling facilities. Eden LA21 assists other organisations sharing the office suite, by introducing, monitoring and servicing communal intermediate recycling containers and systems (providing training in maximising recycling opportunities).
4. **Use recycled and energy-efficient products.** All office products, especially paper are sourced from recycled materials. Recycled pens and pencils are used and are distributed as promotional materials. Compost bins and water butts sold as promotions should only be made from recycled plastic.
5. **Use public transport to get to meetings where practical.** Eden LA21 staff are encouraged to use bicycles for travel to and from work and to travel to meetings whenever possible. At the end of the calendar year, travel miles will be calculated and a carbon emissions calculation undertaken using the standard CO2/mile for the cars used. Trains and buses should be used when travelling to Carlisle and Kendal and meetings in their immediate vicinity. A copy of the public transport timetable should be kept easily accessible for immediate referral.
6. **Share car journeys and minimise miles driven by arranging meetings carefully when public transport is not a practical option.** This should involve always asking the lead organisation who is arranging the meeting if there are any other members of the meeting travelling from the same area.
7. **Source products and services locally.** Whenever possible, to support the local economy, these services should be sourced within Eden, or

failing Eden, within Cumbria. This is especially pertinent to printers, designers, office products and publicity material.

8. **Encourage others to adopt similar environmental and sustainable aims.** Through education at Primary, Secondary and Tertiary levels, at public meetings and conferences, Eden LA21 should seek to produce materials and displays encouraging groups and individuals to adopt sustainable practices. This includes advising businesses and other charities on EMS.
9. **Source its electricity supply from a renewable energy company.** The utility company from which the energy is bought should at the very least demonstrate awareness and act sensitively with due regard to local environmental and social considerations, especially where the energy is produced from large scale wind farms. As the current lease of Eden LA21's premises includes electricity, lighting, rent etc and these are all sourced and provided by the landlord, Eden LA21 have little control over their supply. Nevertheless, steps will be taken to influence the policy of the landlord to source electricity from a renewable energy supplier.
10. **A monitoring system evaluating the Environmental Performance of Eden LA21 will be established, with the results included in the Annual Report.**
11. **Continually review and update the environmental policy. (Last reviewed 04/10/06.)**

Policy Statement Regarding Work with Partners and when Funding Projects:

Eden Local Agenda 21's commitment to sustainability extends beyond its own internal processes. In order that our partners and those who benefit from our support fully understand the position that Eden LA21 take, then a Sustainability Policy Statement will be provided to partners at the start of new initiatives or contracts.