

OCOSC ENVIRONMENTAL POLICY

The Policy

O.C.O.S.C. recognises our responsibility toward the protection of the environment at local, regional and global level. As a consequence everyone involved in the project is committed to our responsibility of continuous improvement in our environmental impact and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

To put this into practice, we will:

- o Aim to reduce waste by
 - increase the usage of electronic means for communications & storing documents
 - not printing non-essential documents and emails
 - printing and photocopying on both sides of the paper where possible
 - avoid, as far as practical, using disposable cups, plates
- o Re-use materials wherever possible, for example using scrap paper for taking messages, or notes, or making drafts
- o Minimise waste and, wherever possible, recycle items, such as paper, cardboard bottles & cans. All waste will be disposed of through safe and responsible methods.
- o Encourage creative activities using items that are no longer required by other people, for example cardboard boxes, material scraps
- o Consider recycled options when purchasing stationery and other consumables, when it is cost effective to do so.
- o Limit energy use by
 - switching off lights, electrical equipment and heating when not in use
 - aiming to purchase energy efficient equipment
- o Reduce fuel consumption and lower exhaust emissions through co-ordinating route planning and collection / delivery schedules

To limit our impact on the social as well as physical environment we will:

- o Buy locally using local traders as much as possible for all purchases of goods and services

To implement this policy we will:

- o make all staff aware of the policy

Reviewed:

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