

DOCUMENT REFERENCE	5.2 Environmental Policy	ISSUE	11	DATE	22/06/2020	REVIEW DATE	22/06/2021
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ENVIRONMENTAL POLICY

POLICY STATEMENT/PURPOSE

Within the context of the organisation, MAG recognises its role in minimising the impact it has on the environment by working in a sustainable and environmentally friendly manner. The organisation is committed to continual improvement of its environmental performance through compliance with ISO 14001:2015 and all relevant environmental legislation and by implementing the principles laid out in this Policy.

We recognise the importance no matter how small, of the impact of our activities on the environment and that there is a need to constantly consider ways in which we can conserve energy and minimise waste in all activities that we undertake.

This Environmental Policy is defined by the Board of Trustees and Leadership Team and provides the framework for setting and reviewing MAG's environmental objectives and targets.

SCOPE

This Policy is applicable to MAG and applies to **MAG Administrative Headquarters** only at Suite 3A, South Central, 11 Peter Street, Manchester, UK. The Policy covers the central management of conflict prevention and recovery programmes. In the future international operations may be considered.

The Policy applies to all MAG HQ staff, the Board of Trustees, representatives and volunteers in HQ. The Policy includes all activities, products and services both internally and externally (including external contractors) that are administered and/or used in HQ premises; for example: Purchasing; Travel; Merchandise sales and facilities management.

This Policy is approved by the Board of Trustees.

POLICY GUIDELINES

MAG shall:

Waste Management

- It is MAG's policy to work with our staff and suppliers to ensure that all waste is disposed of in line with legal and environmental requirements.
- To reduce the amount of waste produced by buying and utilising only what is required for purpose and ensuring the reuse and recycling of resources is managed effectively (as below).

Recycling and use of Recycling Materials

- To utilise, and promote the use of, recycled materials whenever possible, ensuring that materials are disposed of in an environmentally safe manner at the end of their useful life.
- To take into account the environmental impact of purchases, prioritising locally sourced and organically produced goods manufactured from environmentally friendly and recyclable materials where practicable.

Energy Conservation

- Reduce the amount of fossil fuel derived energy required for day to day operations by raising staff awareness and implementing a system of energy efficiency technology.
- Minimise the negative environmental impact arising through logistics and staff transportation; giving focus to alternative transport methods and maximising the efficiency of any fleet vehicles.

Environmental Management Awareness

- We strive to build an environmentally friendly work culture through regular internal communication and stakeholder engagement. We encourage staff involvement in environmental issues through appropriate information, training and participation exercises to ensure competency.
- Induction procedures for new staff will include information on the charity's environmental practices via the Support Services Coordinator.

Legal Requirements

- We monitor and comply with legal requirements as laid out in the EMS Compliance Register and also taking into account sector minimum equipment standards and contractual commitments, if applicable.

Continuous Improvement

- We monitor, and review our environmental performance by measuring the carbon footprint of our Manchester headquarters each year.
- Environmental objectives and targets are set and monitored by the Support Services Coordinator.
- To ensure the organisation maintains its awareness for continuous improvement, the environmental management system is regularly reviewed and is subject to annual external audit and three yearly reassessment against the requirements of the ISO 14001:2015 standard.

REFERENCES

BS EN ISO 14001: 2015 Standard.

Modern Slavery Statement

Compliance register

Procurement Policy and Handbook

Travel Policy

Quality Policy

Fundraising procedures (any applicable relating to sales)

APPROVAL AND DATES

Leadership Team –26/06/2020

Governance, Nominations and Review Committee – 12th October 2020

Board of Trustees – 30th October 2020

This Policy will be reviewed annually and is next due for review in October 2021.

POLICY OWNER

Chief Executive