



Template Sustainability Policy

A sustainability policy is a set of guidelines for your organisation around relevant environmental issues, such as energy use, travel, and waste. They can be useful for helping you to commit to environmental actions and making sure that your whole team is on board and working to the same standards. These commitments are what will help increase climate action and create a bigger response to the climate crisis – they are important.

This document is a template and contains only suggestions. Add more, makes changes, whatever works for you and your organisation. It should be used in conjunction with our sustainability audit to help you identify areas to work on for your organisation. Use the sustainability audit spreadsheet to assess what you already do in your organisation and to help you think about what you might be able to achieve in the future.

You do not have to put every item in your sustainability policy. The audit can help you decide what is realistically achievable for your organisation. While we would encourage you to do as much as possible to improve your sustainability, if you put it in your policy you need to be able to commit to doing it. If something is not currently possible, you can describe in your policy how you will work towards achieving it in the future (with a practical timescale). Remember to think about how this policy links with others you might have. We cannot think about climate action in isolation – everything impacts something else!



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TOGETHER**

Organisation Name

Sustainability Policy

1. Vision

[Provide a brief vision of what your organisation would like to achieve in terms of sustainability and how that fits with the main aims of your organisation.]

Example:

XX's aim is to tackle inequalities in the voluntary sector and in the process of this we wish to act as sustainably as possible. We aim to work towards reducing our use of fossil fuels and look to find less polluting energy sources for our work. We aim to reduce waste, water and energy usage and to consider ways to improve our impact on our local environment.

2. What we already do

[List your organisation's current sustainable activities, based on the audit.]

Example

- X organisation already use recycled paper for office administration and have recycle bins (paper, plastic and cans) in our office and kitchen.

3. Principles

[Write down the ideas and principles that you want your efforts to be guided by.]

Example:

We are basing our sustainability on the following principles:

- To comply with all applicable legislation and codes of practice relevant to our activities. [Give more detail if you undertake specific activities with specific legislation relating to them]
- To ensure that all staff and volunteers are familiar with the policy and encourage them to implement and improve on it



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- To minimise the impact on the environment by our activities and to carry out all activities in as sustainable way as possible.
- To make our clients, suppliers and end users aware of our policy and to explain our reasons for implementing it.
- To review our sustainability policy on a regular basis and continually try to improve it.

4. Practical Steps

[List the things you intend to do in different areas of action. If you're looking for inspiration check out [Going Green Together's act page](#).]

Example:

Travel

We aim to reduce the use of fossil fuels in traveling, and in particular we are committed to:

- Encouraging our staff to use public transport where possible
- Replacing our vehicle with a hybrid or electric vehicle when it is due for renewal
-

Energy Use

We aim to reduce our reliance on fossil fuel based energy for electricity and heating by:

- Replacing light bulbs with energy efficient LED lightbulbs
- Installing solar panels on our roof to provide electricity for our building

Water

We aim to consider our water usage and reduce where possible by:

- Having all taps checked for leaks and drips regularly and putting up reminder signs at taps to switch off
- Having a water metre fitted for our building

Finance

We would like to contribute towards green and ethical investments by:

- Reviewing our bank's environmental and investment practices to see how our money is being used
- Ensuring our pension provider has an Ethical, Social and Governance fund option for staff



Waste

In order to reduce the impact on the environment from waste, we aim to reduce our waste to a minimum by:

- Using recycled paper in our offices
 - Completing a waste audit and identifying areas where we can reduce waste.
- In addition, we aim to reduce food waste in our organisation by:
- Ordering 10-20% less food for events

Improving the local environment and increasing biodiversity

We would like to contribute to making our area cleaner and to help increase wildlife by:

- Completing a local litter pick twice a year
- Using our outside space to plant a wildflower meadow

5. Future Commitment

[Write down how often you will review this policy, or a specific date to review it, along with any other future commitments to environmental action.]

Example:

We commit to reviewing and updating this policy as necessary on a yearly basis.