



ENVIRONMENTAL POLICY

Reviewed and Agreed by Board of Trustees

September 2023

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Orchid acknowledges the connection between the climate and other environmental crises and recognises its responsibility to reduce its carbon and environmental footprints.

Orchid formally commits itself to being an environmentally responsible charity and mandates the CEO to take executive responsibility for taking forward and implementing this commitment. The CEO is requested to report annually on progress made, including in Orchid's Annual Report. In summary Orchid will:

- Monitor and seek to reduce unnecessary travel during the delivery of Orchid's activities and make the transport that is necessary as sustainable as possible i.e. travel by train where possible
- Work in a paperless environment, where possible
- Recycle all paper and operate in a sustainable fashion
- Recycle all printer cartridges, cardboard, plastic, and tin
- Utilising efficient energy use wherever possible, working with Office Landlord to reduce consumption
- Reduce the use of single-use plastic wherever possible across all operations

Furthermore:

- Progress on improvement of Orchid's environmental performance will be a standard item at senior management meetings.
- All permanent and temporary staff, consultants and volunteers will be expected to help Orchid in carrying out its aim of being an environmentally responsible organisation while carrying out their day-to-day duties.
- Induction procedures for new staff will include information on the charity's environmental practices.
- Orchid will seek to have relevant environmental clauses included in any future contracts agreed with outside bodies.
- Orchid will include environmental responsibility training in any future staff training programmes, especially for those involved in providing advice to vulnerable clients.
- Orchid will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.

(this policy is reviewed annually)