

Environmental Policy Statement

Sandringham Enterprise Centre Ltd (SEC) recognises that its business operations have an impact on the local, regional and global environment and are striving to take appropriate measures, and adopt practices to reduce this impact.

We wish our Charity to make a positive contribution to the environmental well being of our local community and the planet.

We are fully committed to raising the awareness of our volunteers, staff and contractors to the importance of environmental considerations, and to adopt best practice in all that we do. We intend to take all reasonable and cost effective steps to reduce our impact on the environment.

These will include:

- Meeting all current environmental legislation.
- Making all volunteers, staff and contractors aware of this policy and its implications for them and our Charity.
- Measuring and monitoring our use of energy and water and actively reducing consumption wherever possible.
- Increase the recycling of our waste, and the use of recycled material and products.
- Purchasing goods and services for our projects from local suppliers wherever practicable.
- Purchasing *free-trade* and *environmentally friendly* goods and services wherever applicable.
- Using environmentally friendly cleaning products.
- Actively promoting car sharing and encouraging walking or cycling to work (where appropriate) volunteers, staff and contractors.
 - Promoting remote working, electronic communication, shared workspaces in the *cloud* and e-conferencing etc., whenever we can – as an alternative to journeys or meetings in heated rooms.
- Reviewing our environmental performance annually.

This policy is fully endorsed by the SEC board of Trustees.

Responsibility for the implementation and operation of the policy lies with the senior management team and heads of department who will promote and support environmental issues as they become an integral part of the business systems.

We reserve the right to review, amend and update this policy statement in line with best practice advice or to comply with any future legislation.

November 2007