

Environmental Policy

1. Purpose of this policy

- 1.1 To provide clear responsibilities for helping GMFA to reduce its environmental impact.
- 1.2 To define activities of GMFA's business where GMFA can reduce its environmental impact.

2. Introduction

- 2.1 GMFA is committed to reducing the impact of its activities on the environment. GMFA aims to foster among its staff, volunteers, suppliers, and service users an understanding of environmental issues in the context of its work.

3. Responsibilities and activities

- 3.1 The Office Manager is responsible for reducing the environmental impact of GMFA's energy use by:
 - 3.1.1 sourcing sustainable energy suppliers where cost is not prohibitive;
 - 3.1.2 taking into account the energy consumption of equipment when purchasing office equipment.
- 3.2 The Administrative Assistant is responsible for reducing the environmental impact of GMFA's activities by:
 - 3.2.1 choosing recycled office products where possible and cost is not prohibitive;
 - 3.2.2 ensuring GMFA has adequate recycling processes.
- 3.3 Project Managers are responsible for reducing the environmental impact of GMFA's activities by:
 - 3.3.1 sourcing printers and suppliers that use environmental products;
 - 3.3.2 using recycled paper in their projects where cost is not prohibitive;
 - 3.3.3 choosing vegetable based inks where cost is not prohibitive;
 - 3.3.4 where possible, promote environmental issues by promoting the fact that they are using recycled paper and/or vegetable based inks on interventions.

- 3.4 All staff are responsible for considering the environmental impact of their work and are responsible for reducing waste of GMFA's resources. This includes:
 - 3.4.1 only printing emails where necessary;
 - 3.4.2 using double sided printing where possible;
 - 3.4.3 switching off electrical equipment when not in use.
- 3.5 All staff are responsible for ensuring all recyclable waste is recycled.

4. Dissemination of policy

- 4.1 This policy will go to all staff and Board members.

5. Review

- 5.1 This policy will be reviewed every four years.
- 5.2 This policy was passed on 22/10/08