Families Fighting For Justice and O.L.L.Y **Environmental Policy**

Aims of the Policy:

Here at FFFJ and O.L.L.Y we recognise that we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage everyone on site to do the same.

How can we lower our emissions?

Here at FFFJ and O.L.L.Y we aim to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

We also encourage any staff and volunteers to take any plastics home with them to recycle as we do not have on site recycling (though this is something we are looking into changing). Wherever possible we do our bit, all hazardous waste is stored and picked up once a month by a company who deals with it appropriately, this could range from printer ink to a full computer system.