

ENVIRONMENTAL POLICY



**WEST END
REFUGEE
SERVICE**
Strength through support



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Registered Charity Number: 1077601

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Purpose & Scope

WERS acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems.

It therefore recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible charity.





Roles & Responsibilities

Board of Trustees

The Board of Trustees of West End Refugee Service (WERS) are committed to the provision of high-quality service in all aspects of the services to refugees and asylum seekers (clients) and staff. The Board are ultimately responsible for ensuring processes are in place for the successful implementation of this policy.

Senior Leadership Team (SLT)

Set and agree direction and ambition for the organisation's Environmental Policy commitments for the forthcoming policy term. The commitments will inform the more granular implementation guide.

Provide sign-off prior to board ratification.



WERS Staff

WERS has appointed “**WERS GOES GREEN**” working group made up of the team members representing each department who are championing environmental causes. This group focuses on a practical approach to implementing all aspects of this across WERS’ operations.

WERS GOES GREEN will ensure its purpose is regularly reviewed and updated to practice continuous improvement and deliver on agreed objectives and projects. The Head of Corporate Services will ensure research and guidance documents are available to support our ambition to become greener in every approach.





Introduction



WERS recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and to continue improving our environmental performance as an integral part of our business strategy and operational methods.

WERS will take measures to achieve this improvement that are consistent with achieving our charitable objects.



Green Workspace

What we aim to do:

- 1** WERS does not provide single-use plastics (e.g. disposable water bottles, plastic cups, plates, cutlery) in any of our premises. Cutlery and crockery are provided. We will encourage our staff, clients and partners opt for vegetarian/fully plant-based catering at our events.
- 2** Mixed recycling, food waste and battery recycling points are available in our offices. Staff are expected to recycle wherever possible.
- 3** We aim to only provide paper in the office that is 100% recycled and de-inked without bleaching, where possible. We provide a printing system that minimises wastage. Staff are expected to print only when necessary, using as little paper as possible. Staff should use electronic forms and signatures instead of printed forms wherever possible.



- 4 Our computers are set by default to print double sided documents, we encourage staff to decrease margin size to fit more printing onto one side of paper.
- 5 Envelopes are re-used whenever possible.
- 6 Staff are to use email where possible to circulate information to staff and members.
- 7 Staff are to reuse folders and files and minimise the amount of new stationary ordered.
- 8 Any unwanted computers/furniture/other equipment are to be donated to other charities for re-use purposes.
- 9 Printer cartridges to be recycled by a local charity.





Our Garden Projects

The Garden Project provides regular opportunities for people to volunteer, socialise, and offer peer support through sessions that improve and develop WERS garden spaces. Our partnership with the Scotswood Garden is a new project that aims to increase engagement amongst local refugee communities in the social, volunteering and training opportunities that the local community garden offers.

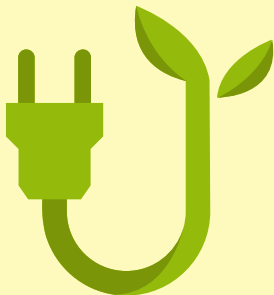




Further commitments for this policy:



We will track our consumption as part of our annual carbon reduction plan which monitors the amount of waste produced in our offices.



We will continue to make enquiries to understand the environmental impact of our IT systems and consider if there are green alternatives.



We will continue to review our suppliers and partner institutions and explore green options.



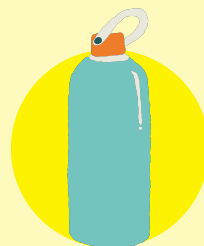
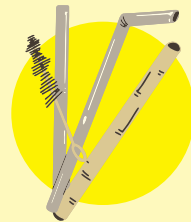
Green Procurement & Supply Chains

WERS will consider the following when making a purchase:

Using products containing recycled material for office use where possible, e.g remanufactured toner cartridges.

Buying in bulk to reduce packaging waste.

Buying in returnable and refillable containers where possible and appropriate.





Checking whether there is any second hand option available before purchasing new items.



Using cleaning products which do not present a problem to humans or the environment and are biodegradable.



Take into account the environmental impact (e.g. energy use, materials used in manufacture) when purchasing equipment and minimise where possible.





We will review the organisational procurement practices in light of WERS' environmental sustainability ambitions and the 5R principles (**REFUSE, REDUCE, REUSE, REPURPOSE, RECYCLE**).

We will explicitly promote purchasing goods and services which are derived from sustainable sources and are manufactured and delivered in an environmentally responsible way, using 100% recycled materials whenever available.



Green Travel

WERS encourages to:

- Use bicycles or walk where possible.
- Use public transport for work meetings where possible, reimbursing fares.
- Car share for meetings if bicycle/public transport is not suitable.
- To use public transport by providing information to clients, perspective employees and others about bus stations and metro stations.
- Book venues for events near public transport links.





Energy & Sustainability

WERS is committed to reducing carbon emissions through efficient and responsible use of energy and water.

To reduce energy and water consumption we will take the following steps:

Choose products (e.g. light bulbs, white goods) that have low energy consumption.

Lights switched off in meeting rooms when not in use.

Lights switched off on days when there is sunlight.

Photocopier is turned off at night and has a power down setting throughout the day.

Computers and printers are turned off at night and have a power down setting throughout the day when not in use.



Kettles are only filled with the amount of water required.

Heating system and radiators are thermostatically controlled.

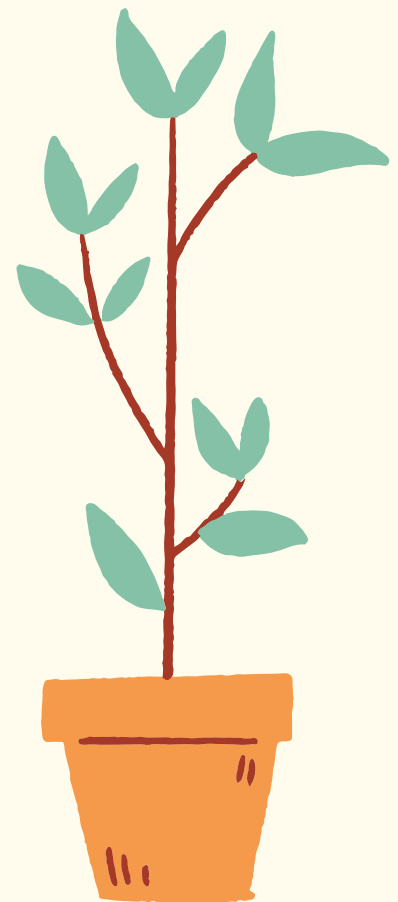
All possible steps taken by WERS to improve the building's thermal efficiency.

Encourage WERS' landlord to make building improvements that will reduce energy consumption.

Dishes washed by hand with only the amount of water required.

Taps are not left running.

Plumbing is well maintained to avoid leakage of water.





To encourage sustainability whilst still seeking appropriate quality and value for money, WERS will aim to use:

Fairtrade office supplies such as tea, coffee, and other consumables, where available.

Desks and furniture donated to recycling furniture service.

Local stationer for ordering supplies of stationery.

Community venues for meetings.

Community caterers and locally sourced food if possible.





Our Commitment

Reducing our environmental impact and continually improving WERS' environmental performance are at the heart of our operational strategy and the way we do things. We will encourage our staff, clients, partners and other stakeholders to do the same.





We will endeavour to...

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into operational decisions.
- Increase employee awareness and training.
- Review and update this policy at least once annually in consultation with staff and other stakeholders.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors to improve their environmental performance.

