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Policy Statement

Carmichael recognises its environmental responsibilities and strives to ensure its operations, as far as possible, conserve the natural environment. Carmichael's staff and volunteers also have individual responsibilities to minimise Carmichael's environmental impact. Member groups of Carmichael are strongly encouraged to comply with this policy and to develop their own environmental policies for their own activities. Carmichael is committed to finding new ways to improve its environmental performance on an ongoing basis.

1 General principles

1.1 Scope

The purpose of this policy and procedural guidelines is to provide guidance to all those who work for Carmichael on how to minimise the organisation's impact on the natural environment. The policy also aims to provide guidance on environmental best practice to member groups at Carmichael, who are strongly encouraged to comply with these provisions and to avail of Carmichael's facilities to be environmentally friendly.

1.2 Responsibility

The CEO is responsible for ensuring that the policy and procedures in this document are implemented efficiently and effectively. All other staff and volunteers are expected to cooperate.

1.3 Measures

These procedures list the measures which will be taken by Carmichael, and which must be taken by staff and volunteers, to implement the policy.

1.4 Training and instruction

Carmichael commits to providing or organising training or instruction to staff to facilitate implementation of these policies and procedures.

1.5 Evaluation and review

Constructive feedback on this document is always welcome. It should be given to the CEO who will ensure that the Board considers it. The document will be reviewed in full consultation with stakeholders on a regular basis, or as frequently as needed if circumstances change.

2 Consumption: use less

2.1 Lighting

Lights should be switched off if rooms are unoccupied or natural light is good. Wherever possible, Carmichael will purchase energy efficient light bulbs for use.

2.2 Temperature

Radiators should only be switched on if rooms are cold and occupied. Electric fans should only be used if the room temperature cannot be lowered by opening windows and closing blinds.

2.3 Electrical equipment

Electrical equipment should be switched off when not in use.

2.4 Paper and card

Email should be used where possible to avoid unnecessary use of paper. Where email is not possible or appropriate, both sides of paper and card should be used. Double-sided computer prints and photocopies should be made where possible. Notepads should be made out of scrap paper.

2.5 Water

Excess and wasteful use of water for cleaning, catering and gardening should be minimised.

3 Waste: minimise and recycle

3.1 Stationery

Stationery should be reused wherever possible. Reusable items or parts should be removed before disposing of any waste.

3.2 Recycling

Where possible, the Centre will use recyclable goods in preference to disposable alternatives. Full use should be made of Carmichael's collection/disposal points for recyclable goods, including glass, plastics, metal, paper, cardboard and printer cartridges. A paper shredder is provided.

3.3 Unwanted goods

Carmichael will where possible use furniture and equipment donated by others. Unwanted and unused goods should be donated to small voluntary and community groups where possible.

3.4 Repair

If possible, furniture, fixtures and fittings will be repaired rather than replaced.

3.5 Disposal

Items that cannot be repaired, reused or recycled will be disposed of carefully.

4 Purchasing: buy green products

4.1 Printing

Where possible, the Centre will choose recycled and chlorine free paper for printing of posters, publications etc.

4.2 Office equipment

Eco-criteria will be included in the purchase of office equipment.

4.3 Cleaning

Carmichael will strive where possible to purchase environmentally friendly cleaning products, and will minimise the amounts of cleaning materials used.

4.4 Food and drink

Carmichael will strive where possible to purchase tea and coffee that has been fairly traded. Staff and volunteers are encouraged to avoid over-packaged food and drink.

5 Transport and communication: limit impact

5.1 Mail

Telephone and email should be used in the first instance if appropriate. If not, fax or ordinary mail should be used.

5.2 Couriers

Couriers should only be used if essential.

5.3 Transport

Staff and volunteers of Carmichael and all other Centre users are encouraged to cycle, walk or use public transport to and from work, and on work related business. Cycle parking is provided.

6 Enhancing wildlife: nature in the city

6.1 Encouraging bird life

Carmichael will encourage bird life by providing feeding trays and water sources in the garden of Carmichael House.

Relevant Key Legislation

There is no specific legislation underpinning office environmental policies in Ireland

Carmichael.

Guiding nonprofits