Environmental policy template

Last Reviewed: DD/MM/ YY

Next Review: DD/MM/ YY

**Mission statement**

[Organisation] recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing single-use plastic (SUP) as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

Responsibility [Name and Title] is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met. Policy aims

 **We endeavour to:**

 • Comply with and exceed all relevant regulatory requirements;

• Continually improve and monitor environmental performance;

• Continually reduce single-use plastic use;

• Incorporate environmental factors into business decisions. Including contacting suppliers to ask for a reduction in single-use plastic;

• Increase employee awareness and training;

• Use reusable cutlery, such as knifes forks and plates;

• Only permit vending machines that do not have items packaged with single-use plastic;

• Discourage the use of disposable coffee cups.

**Customer Service**

• Do not offer customers single-use plastics including straws, bags, cups or containers unless requested;

• If requested, politely explain our plastic reduction policy and encourage the customer to refuse or use an alternative;

• Consider the use of compostable takeaway items rather than polystyrene containers;

 • Encourage staff and customers to bring their own reusables (cups; bottles, food containers)

**Office and Events**

• We will evaluate if the need can be met in another way;

• We will evaluate if renting/sharing is an option before purchasing equipment;

• We will reuse and recycle everything we are able to;

• Contact suppliers to see if they can reduce single-use plastic in their packaging (such as requesting outside caterers to use reusable items)

**Maintenance and cleaning**

• Contact suppliers to see if they can reduce single-use plastic in their packaging

**Reporting and Assurance**

 [Organisation] monitors progress and publishes details of our environmental performance in our annual sustainability report each year. We will include progress on this policy as part of our reporting.

Signed ………………………………………………………………………..

Position ……………………………………………………………………....

Date …………………………………………………………………………..