

# Environmental Sustainable Purchasing Policy

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## Aims of the Company's Green House-keeping Policy

- To bring about a wider understanding of how work-related activities and lifestyles affect the environment within the organisation, its membership, partnerships and initiatives;
- To promote high standards of environmental management;
- To reduce the environmental impact of the organisation.

## Objectives

### *The company shall:*

- Maintain respect for natural resources by ensuring the most efficient use of materials and by using renewable, recycled and recyclable products wherever possible;
- Ensure the use of environmentally friendly products and eliminate the use of environmentally exploitative products such as peat or tropical hardwoods;
- Minimise, where possible, the creation of waste, especially hazardous waste and wherever possible, recycle or reuse materials; dispose of all wastes through safe and responsible methods in compliance with the relevant environmental legislation;
- Ensure the responsible use of energy throughout the company by conserving energy, improving energy efficiency, seeking to utilise safer energy sources and giving preference to renewable over finite energy resources wherever possible;
- Minimise the effects of atmospheric pollution
- This policy will apply to all aspects of the Company's activities including all projects, buildings and machinery.

## Activities to Achieve the Objectives

### *The company will:*

- Appoint a member of the organisation to monitor and co-ordinate the environmental performance of the organisation;
- Communicate the environmental policy and provide appropriate training to ensure its effective implementation;
- Conduct periodic environmental reviews and self-evaluation of its compliance with the environmental policy;
- Prepare, implement and monitor action plans to improve performance;
- Report these findings to the Board and others.

### *With regard to the purchase of goods and services, the company shall:*

- Support and encourage contractors, suppliers and other relevant partners to minimise their impact on the environment through the communication of the company's environmental policy and strategic purchasing and contract policies;
- Actively seek to influence others within its sphere of influence and operation to adopt environmental policies and good environmental management;
- Use and specify the use of used, reclaimed or recycled materials wherever appropriate and possible;
- Actively seek the purchase of materials locally and the appointment of local contractors whenever such materials and skills exist locally.

**NB:** Since the company, as a business expending public funds, is also required to secure good value for money, purchasing decisions will take account of both environmental and value-for-money factors. Tenders will make clear what requirements are mandatory and which are desirable but discretionary.

### *Each employee of the company will:*

- Encourage other employees of the company to adopt and take responsibility for the implementation of the environmental policy;
- Encourage employees, volunteers and members of other organisations to adopt good practices so as to improve the environmental performance of their organisation and improve its impact upon the environment.

# Sustainable Purchasing Policy

## Introduction

One of TCHC's Sustainable Development Policy Objectives is to minimise damage resulting from the use of resources by:

- Encouraging staff and members to buy goods and services which cause least harm to the environment
- Working with suppliers and contractors to ensure that their environmental standards are equivalent to those of TCHC.

This Purchasing Policy applies to everyone who buys and specifies goods and services on behalf of TCHC. It is also important that our contractors are encouraged to adopt similar policies, with environmental performance being added to the current requirements of quality, delivery and value for money.

All staff can play a major part in improving TCHC's environmental performance and supporting its Sustainable Development Policy, by considering what we use and buy for our work.

## Purpose of the Guide

This guide sets out TCHC's policy on purchasing and gives tips and advice on how to find products which will be effective, value for money and does least harm to the environment.

## *Purchasing Policy Statement*

TCHC is committed to the promotion of environmentally sound practice, preserving natural resources and preventing environmental pollution, while obtaining value for money in the selection of quality goods and services.

Staff have a major role to play in TCHC's Purchasing Policy. Therefore everyone is encouraged to:

- Reduce the need for products through the reuse and repair of existing and waste products.
- Replace disposables with reusable or recyclables, where available.
- Minimise the use of non-renewable resources, hazardous chemicals and other pollutants, using products and materials that cause less damage to the environment.
- Avoid certain environmentally damaging products, where any alternative, which provides value for money, is available.
- Use products that are made for recycled or recyclable materials, where available.
- Try at all times to secure best value i.e. the right quality at the best possible price.

## ***Paper Policy Statement***

Staff must as far as practical and possible:

**Purchase / specify** paper which subject to availability, quality and price:

- Contains the highest proportion of **recycled** material, with preference given to those products containing a high proportion of post-consumer waste.
- Is elemental **chlorine free** (ECF), with preference given to products that are totally chlorine free (TCF).
- Hold as a minimum a Nordic Swan label, “Eco-Grade / Eco-Check” rating of 3 stars of equivalent.

Paper products using alternative waste such as sugar beet residue or straw based paper may also be considered acceptable where no viable recycled product is available.

**Staff must avoid:**

- **Coloured and tinted** papers wherever possible.
- The use of **coated and glossy papers** where alternatives exist, as such materials require greater resource use and prove difficult to recycle.

## ***Why is this important?***

Approximately a third of all consumer waste is paper. The production of paper from waste materials reduces our demand on the natural environment

Tightly packed single species forests, associated with paper production, reduce biodiversity and support fewer species than a varied native forest. The pine needles that fall from these types of forest are acidic and acidify surface waters and nearby water courses.

The manufacturing process for paper requires the use of large quantities of energy and water, as well as the use of chemicals for bleaching the paper. The production of recycled paper only uses half that used to manufacture virgin paper. The production process also results in the creation of water effluents, emissions to air and solid wastes.

## ***What can you do to help?***

- Do you really need your own copy of periodicals/journals/in-house publications etc? Would a circulation copy do?
- Cancel any post that you still receiving for members of staff who have left the Organisation.
- Use scrap pads for drafting and messages.
- Reuse envelopes internally, or use the multi-trip envelopes.
- Send memos etc. electronically as often as possible.

### ***Plastic Products Policy Statement***

- The specification and use of plastic products will be reduced where possible.
- Where possible, products must contain a percentage of recycled plastic.

#### **Staff must as far as practical and possible:**

##### **Purchase / specify:**

- Refuse sacks that are made from 100% recycled plastic
- Office waste bins and liners made from 100% recycled plastic

##### **Avoid:**

- Plastic products, where there is a more environmentally friendly option available e.g. recycled card level arch files should be purchased, rather than PVC covered files.
- Plastic products with no recycled content.
- Disposable plastic products, where longer lasting and reusable alternatives are available.

### ***Why is this important?***

All plastics are made from oil, a non-renewable resource. The durability of plastics, make them extremely useful for a wide range of products. Many plastic products are designed for single use, e.g. bin liners. For this reason, vast quantities of plastics are buried every day in landfill sites. However, because of their durability, they do not readily decompose, and can remain in the environment for many years.

### ***What can you do to help?***

#### **Avoid using plastics unnecessarily:**

- Evaluate other materials for achieving the task in hand.
- Avoid using plastic cups by using your own mug in the vending machines/water cooler.

## Environmental and Conservation Good Practice

- Purchase green environmentally friendly products over non-environmentally friendly alternative, e.g. liquid paper, glue, stationery, etc.
- Glass collection bin in kitchen for glass recycling initiative.
- Switch from individual desktop inkjet printers to energy saving laser printers.
- Energy saving light bulbs used where possible throughout the organisation.
- Emailing memos to staff conserves paper and ink usage throughout the organisation.
- Fairtrade coffee and tea is purchased for the use of staff and visitors.
- Promote car sharing between staff attending joint events, by offering passenger travel expenses as an extra incentive.
- Printer ink and laser cartridges are recycled.
- Windows are cleaned frequently to ensure the maximum light can be obtained naturally, thus reducing the need for electric lighting.
- Encourage staff to switch off computer monitors, as a switched off monitor uses no energy, and this should occur if the user is likely to be away from their desk for more than ten minutes.
- Energy Savings reminder stickers in Kitchen and on Fridge.
- Continue to maximise the opportunities for paper recycling.