

Environmental Policy and Action Plan Creation – Template

Supporting information can be found at: www.juliesbicycle.com/resources/environmental-policy-guidelines.

Environmental Policy

1. Key information: who you are, what you do, what is your mission, size and scope of activity (e.g. employees, audience numbers, number of exhibitions/events etc.)

2. What is your motivation for taking environmental action?

E.g. saving/managing costs to ensure business resilience, funding/client requirements, enhancing reputation, using audience reach to bring about positive environmental change.

3. What is your level of environmental ambition?

4. What are your main impacts, specific to the nature and size of your activities?

E.g. Buildings: energy use and carbon emissions; production: materials use and waste, transport; office activities: printing, IT, supplies and services, waste; catering: food, water, energy, waste; business and/or audience travel: fuel use and carbon emissions etc.

5. What are your key environmental commitments given the nature and level of your impacts?

E.g. Ensuring compliance with environmental legislation as a minimum; communicating with, engaging and training staff on environmental issues; communicating with and engaging external stakeholders on environmental issues;

6. What other key environmental commitments do you have?

7. Who is responsible for reviewing your environmental policy and when and how is this done?

8. How have you developed an environmental action plan? How is it monitored, reviewed and updated, by whom and when?

Complete after Environmental Action Plan section

Environmental Action Plan

1. Define 5 key objectives and/or targets, each with a corresponding timeframe

E.g. To reduce your carbon emissions by 10% over a year, zero waste to landfill in 2 years, 100% sustainably sourced timber in 3 years.

1.

2.

3.

4.

5.

2. Define your improvement actions for each of your 5 objectives/targets (example included), including deadline, responsibilities and, if appropriate, budget and key performance indicators.

Object/ targets	Actions	Responsibilities	Deadline	Budget	KPI
E.g. 1. Reduce total volume of waste to landfill by 15% by Jan 2015	Introduce reuse and recycling scheme for plastic, paper and glass	Tom Brown	31/01/15	£100	Total volume of waste to landfill, evidenced by tonnage report from contractor
	Create scrap paper box to reuse paper before recycling	Tom Brown	31/01/15		
	Choose supplier who uses less packing at next stationary tender	Tom Brown	31/01/15		

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