



## **Turtle Dove Cambridge Community Interest Company**

### **Environmental Policy**

**Reviewed: May 2025**

**Review due: May 2026**

## **Introduction**

Turtle Dove Cambridge (TDC) recognises that it has a responsibility to the environment. We are committed to reducing our environmental impact and continually improving our environmental performance. We will encourage staff, volunteers, students, partners and other stakeholders to do the same.

## **Policy Statement**

TDC will:

- aim to minimise the use of all materials, supplies and energy used by the organisation;
- minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes;
- encourage others we work with to adopt similar environmental policies;
- aim to include environmental and ethical considerations in purchasing and tendering out services;
- source responsible suppliers with their own environmental policy;
- minimise the need to travel by car.

TDC will aim to reduce waste and where possible will:

- use of both sides of paper;
- ensure effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing);
- circulate or display of non-urgent memos or information, as opposed to printing multiple copies;
- seek to buy recycled and recyclable paper products;
- reuse and recycle all paper where possible;
- ensure the provision of proper cutlery, crockery and napkins for use by staff and visitors in preference to disposables;
- the use of proper crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events
- print in double sided format;
- purchase second-hand furniture and similar items whenever feasible;
- save and reuse envelopes where possible;
- print draft documents on the back of paper which has already been used on one side.

TDC will:

- Recycle all materials where local facilities (free or otherwise) exist;
- collect toners and cartridges for remanufacturing;
- purchase of products containing recycled material for office use;
- purchase of remanufactured toner cartridges and re-ink ribbons where possible;
- buy in bulk to reduce packaging waste
- buy in returnable and refillable containers where possible and appropriate
- purchase environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those unnecessarily bleached or dyed;
- purchase local goods where possible.

TDC will aim to reduce its impact on the environment and where possible will:

- reduce the amount of energy used as much as possible;
- ensure lights and electrical equipment will be switched off when not in use;
- use rechargeable batteries in preference to non-rechargeable;
- ensure responsible use of water with minimal wastage;
- maintain the office area as a pleasant and effective working space;
- encourage the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers;
- carry out an annual office tidy-out and waste amnesty;
- look at alternative ways of travelling to meetings such as car sharing;
- organise meetings/events in a central location accessible by different forms of transport;
- set up meetings in one location on same day to minimise travel and improve use of time.

TDC will make any other reasonable efforts to ensure we are following environmental sustainable procedures.