

Environmental Policy - Association of Dorset Watches (ADW)

ADW is committed to protecting natural resources, promoting environmental stewardship, and implementing sustainable business practices.

The Environmental Policy covers all aspects of ADW operations. ADW will observe environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical. The policy also commits us to promoting suppliers and services that adhere to environmentally sound ways of operating.

All Executive Committee members, volunteers and members will have access to this Environmental Policy. The Environmental Policy should be regularly referred to in decision-making through considering the 3Rs - Reduce, Re-use and Recycle. It is to be included during the induction of new Executive Committee members and volunteers.

ADW practises the principles of the **3Rs**:

1. **Reduce** waste where possible by thinking about what we buy and how we use it.
 - Non-essential documents and emails will not be printed.
 - We will annually review which internal documents and external publications are essential, if they are not they will be cancelled thus reducing waste and saving money.
 - We will endeavour to avoid disposable cups and food packaging bought by ADW for events.
 - We will ensure all printing and photocopying is done on double-sided paper.
2. **Reuse** wherever possible by trying to find a second life for items especially paper and office stationery.
 - Scrap paper will be used in printers, for taking messages and for writing notes or draft copies of documents.
 - Envelopes and packaging will be reused where possible.
3. **Recycle** as the least preferred option of the 3Rs.
 - ADW will have a nominated person who will have the responsibility to recycle paper, cardboard, toner cartridges and inkjets will also be recycled.
 - If office furniture or IT equipment is being replaced then ADW will seek to have those items reused or recycled.

Paper

ADW will buy recycled paper or that which is certified from sustainable sources. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption.

Travel

ADW will promote the use of cycling and walking as the main means of travel to local meetings. We will also ensure the use of public transport for the majority of journeys. For journeys requiring cars, sharing will be encouraged. We will use electronic meetings where possible rather than face-to-face meetings.

Energy

ADW will seek to minimise the use of energy in its activities. For public meetings we will try to use buildings that are energy efficient and minimise heating settings.

The environmental policy will need to be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the Executive Committee.

Name: Pat Halliday (Chair)

Signed:

Date: September 7 2023