

Look East Wild Earth ENVIRONMENTAL POLICY

Look East Wild Earth is committed to promoting environmental best practice in all its activities and in reducing negative impacts on the local and global environment. Look East Wild Earth is dedicated to promoting this policy in all areas of work and will recommend that its partners use this or similar.

Look East Wild Earth has identified the following policy areas, which are reviewed annually with the aim of continually improving performance and adapting with the development of the charity.

Energy

Look East Co-ordinators should attempt to reduce energy consumption whenever possible
Low energy lighting should be used wherever possible
Computers, printers and photocopiers should be turned off when not in use

Waste

Look East Wild Earth will follow the general principle of “reduce, re-use, recycle” and apply it whenever possible
Photocopying and printing should be double-sided where possible
Editing of documents should be done on-screen whenever possible and email communications favoured over printed letters
Scrap paper will be used for rough notes and internal documents and memos
Envelopes will be re-used whenever possible
Packaging and carrier bags should be re-used whenever possible
Any waste that occurs from LEWE activities in the form of paper, card, green waste, plastics, glass and aluminium cans will be recycled where possible.

Transport

LEWE will encourage use of public transport wherever possible
LEWE recognises the negative impact of flying and builds this concern into all project planning. Important to consider when planning projects is the balance of environmental cost with the perceived project outcomes.
LEWE will research alternatives to flying in all cases. Where other transport may feasibly be used then it should be favoured.

Goods and Services

Low energy equipment should be favoured
Recycled products, especially paper products, and biodegradable/recyclable products will be specified where possible
Local suppliers of goods and services will be favoured, as well as organic, fair trade food and drinks where appropriate
LEWE will use an ethical banking service and ethical insurers where possible

Engagement

LEWE will positively engage with local environmental and civil society groups, sharing best practice and resources where possible.
LEWE will specify all partners adopt this or a similar working environmental policy in all collaborative activities.

Checklist for partners

Do you have an existing environmental policy? If so, please send us a copy. If not, please consider adopting our example above.

Please take a few moments to answer the following questions if you do not have your own policy yet.

Name of Organization _____
Date _____

Energy

What do you do to minimise energy consumption in your office?

Waste

What do you do to reduce the waste produced by your organisation?

Do you recycle, if so, what? _____

Transport

How does your organization encourage the use of public and low-energy transport by staff and in project activities?

Do you recognise the negative impact of flying and is this concern built into all project planning? E.g. do you research alternative forms of transport to flying in all cases?

If no alternative to flying has been found, have you considered whether the journey is a necessary part of the project?

Goods and Services

Do you have low energy equipment? _____

Do you use recycled products? _____

Do you specifically try to use local suppliers of goods and services, as well as organic, fair trade food and drinks where appropriate? _____

Have you investigate the possibility of using an ethical banking service and ethical insurers? _____

Engagement

Do you positively engage with local environmental and civil society groups, sharing best practice and resources where possible?

Please return page 2 to [info at lookeast.org.uk](mailto:info@lookeast.org.uk) Thank you!