

## Environmental Policy

**Policy agreed:** October 2024

**Review date:** October 2026



### Purpose

ICVA recognises the importance of climate change and is committed to being an environmentally responsible organisation, understanding that this is an ongoing and continuous process.

We will seek to reduce the amount of energy and other resources we consume and will work with our employees and directors to achieve this. We will promote environmentally responsible ways of working to our suppliers where possible.

### Scope

ICVA is a small organisation and does not have premises. Employees are responsible for their own working environment but will adhere to ICVA's serious commitment to reducing its environmental impact when purchasing items for working use, travelling on business, planning meetings and commissioning service suppliers.

This policy applies to all employees and directors when undertaking travel and duties for ICVA.

### Objectives

To be mindful of ICVA's carbon footprint and achieve our environmental objectives, we will commit to:

- Reducing use of paper, by increasing the use of electronic media and reducing the amount of internal printing and printing for meetings.
- Reusing paper and other items and ensuring that surplus equipment is responsibly disposed of.
- Recycling as much of our waste as possible and using 100% recycled products, where available.
- Travel to meetings using public transport where possible, and only flying on those rare occasions where employees' responsibilities outside of work dictate that alternative means are not possible, and/or the meeting the officer is attending is overseas, (such as NPM meetings in Northern Ireland).
- Comply with all relevant legal obligations.

### Responsibility

The Chief Executive will have overall responsibility for implementing this policy on behalf of the directors. All directors and employees will have access to this policy.

### Publicity

ICVA will publish its environmental policy on its website.