

## **Environmental Policy**

### **Introduction**

**MyCommunitySpace** is aware that its activities and the services it provides, either directly or indirectly via its third party suppliers, contractors etc., may have an impact on the environment, so it needs to understand the environmental impacts of its activities and seek to minimise the impacts where possible.

To meet the Policy, the overall aim of **MyCommunitySpace** is to reduce the impacts associated with day-to-day operations while complying with applicable environmental legislation, accepted best practice and the need to maintain value for money in all that we do and procure.

### **Scope**

The policy applies to all employees directly employed by **MyCommunitySpace**, and to workers employed via agencies, contractors and Trustees.

**MyCommunitySpace** is a charity which offers approximately a thousand meeting rooms, offices, halls and other venues for use by the voluntary sector or their local community. Designed especially for the community and voluntary sector, our website is the online guide for organisations looking to rent out or hire space.

### **Policy**

**MyCommunitySpace** is committed to protecting the environment of the earth.

To minimise environmental impacts concerning our activities, products and services, we shall:-

- Comply with applicable legislation and other applicable requirements.
- Prevent pollution, reduce waste and minimise the consumption of resources.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.

**MyCommunitySpace** is committed to continual improvement of environmental performance. This Policy will be communicated to all staff, contractors and suppliers, and be available for the public.

**Review**

This document is subject to an annual review unless there are any major changes in the workplace or legislation requiring more urgent consideration/ action.



Chairman's Signature:

1 February 2017

Date: