

UK Council for Electronic Business trading as Team Defence Information

Environmental Policy

UK Council for Electronic Business trading as Team Defence Information recognises the importance of climate change and are 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 [staff, service users, landlord, other tenants] to achieve this. We will promote environmentally responsible ways of working to our suppliers and in the local community.

To achieve our environmental objectives we will:

- Reduce our current carbon footprint by 5% p.a. over the next 3 years.
- Prepare an action plan, setting out measures to be taken to achieve this reduction, which will include:
 - reducing use of paper, by increasing the use of electronic media and reducing the amount of internal printing
 - reusing paper and other items and ensuring that surplus equipment is passed on to other organisations
 - recycling as much of our waste as possible and using 100% recycled products, where available
 - reducing water consumption
- Work closely with our landlord on ways to reduce the carbon footprint of the building
- Raise awareness of and provide ideas for action on environmental issues to [service users, local community], making this part of our core work
- Comply with all relevant legal obligations

The Company Secretary will have overall responsibility for implementing this policy on behalf of the Trustees. All Trustees, staff and volunteers will have access to this policy. The action plan will be prepared in consultation with staff and will be approved by Trustees. This policy will form part of all staff and volunteer induction programmes and environmental matters will be a regular agenda item at staff meetings.

UK Council for Electronic Business trading as Team Defence Information's carbon footprint will be calculated annually and the policy will be reviewed annually by Trustees. The action plan will also be monitored and updated annually by them.

Review date: 30 September 2021

Review date: 30 September 2022

Review date: 30 September 2023

Review date: 30 September 2024

Review Date : 30 July 2025