





First **Star** Scholars **UK**

Environmental Policy

Date of Last Review	24/09/2024
Review Cycle	Annually
Date (Month/Year) of Next Review	09/2025
Date Policy was Ratified	24/09/2024
Named Lead for Writing/Review	Emily Hollis MBE
Signed: CEO  FSSUK Board of Trustees – Chair 	Date 24/09/24

Guidance

First Star Scholars UK (FSSUK) acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems.

It therefore recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to be an environmentally responsible charity.

To take this forward it commits to the following actions:

Management

1. FSSUK mandates the CEO to take executive responsibility for taking forward and implementing this commitment.
2. Annual report on FSSUK's environmental performance - will be a standard item at trust meetings.
3. All staff contracts will consider a clause stating that staff will be expected to help FSSUK in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.
4. Induction procedures for new staff will include information on the charity's environmental practices.
5. FSSUK will ask all our current and future suppliers for their environmental policies and for evidence of implementation of such policies and indicate that such performance will be used as criteria for supplier selection.
6. FSSUK will include environmental responsibility training in any future staff training programmes, especially for those involved in providing advice to vulnerable clients.
7. FSSUK will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.
8. FSSUK will develop and maintain a sustainable transport policy for their staff, seeking to reduce unnecessary travel and making the transport that is necessary as sustainable as possible and will monitor progress annually.

Charity Environmental Regulation & Responsibilities

FSSUK follows the official guidance in Charity Commission RS17 ([Charities And Environmental Responsibilities](#)) along with legislation governing waste and the environment, such as the Waste Electrical and Electronic Equipment (WEEE) and Energy Performance Of Buildings regulations.

The Waste Hierarchy

The waste hierarchy identifies ways to be more environmentally friendly, in priority order.

1. **Eliminate** - Avoid producing waste in the first place
2. **Reduce** - Minimise the amount of waste you do produce
3. **Re-Use** - Use items as many times as possible
4. **Recycle** - Recycle what you can only after you have re-used it.
5. **Dispose** - Dispose of what's left in a responsible way

Materials and Resources

The charity will:

1. Consider installing recycling bins in any office and/or at events
2. When ordering stationery, fundraising resources etc, do so in bulk
3. Where practicable buy products manufactured from recycled waste
4. For fundraising, buy items such as running vests made from recycled material and poly bags that are biodegradable
5. Rather than printing leaflets, posters, fundraiser packs, etc create digital versions
6. Use eco-friendly suppliers - [Green Providers Directory](#), [Charity Eco Hub Face Book](#)
7. Ensure any commercial partner has signed up to the [TRUST \(Trader Recycling Universal Standard\) registration scheme](#)
8. Unused or single copied paper should be recycled as scrap paper. For sensitive or confidential information, we will use a cross-cut shredder, then recycle it
9. Double sided printing and back to back photocopying should be undertaken where practicable
10. We will not automatically print e-mails and documents. Retaining them on the hard drive reduces toner and paper usage
11. Make use of e-mail in preference to hard copy mail. For example, for distribution of minutes of meetings. This not only avoids wasting resources, but is cheaper and quicker
12. Encourage the use of water in jugs at meetings rather than plastic water bottles
13. Where water dispensers are provided, consider installing those that draw and cool mains water, rather than bottled supplies
14. Where possible encourage the use of fair-trade tea and coffee, and other products
15. If it is practicable rechargeable batteries should be used, this is both economical and is far better for the environment
16. Buy UK, ideally local, instead of overseas produced food (and other materials) and try to buy in-season foods
17. If we do need to use disposable plates/cutlery at an event, buy cardboard, not plastic.

Managing Waste

The charity will:

1. Where cost effective, every effort should be made to recycle waste, such as cardboard, glass, paper and plastics
2. Mobile phone, and toner and cartridge recycling will be utilised
3. Include energy efficiency in your purchasing of electronic equipment
4. Hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc, and electrical items must be disposed of properly and not simply dumped in the bin

5. Encourage the use of effective environmentally friendly cleaning products and other products such as e-cloths

Energy Use

Staff work from their own homes/remote offices. Where practical, the charity will ensure the following for any shared spaces, event space and programme delivery space will:

1. Consider purchasing renewable energy.
2. Ensure that staff are aware of the benefits of energy efficient systems including benefits to themselves in their own homes
3. Energy efficient lighting should be used to replace any tungsten bulbs
4. People should be encouraged to turn off lights, televisions, monitors and other equipment when not in use
5. Where practicable, heating should be turned down or off in unoccupied rooms or areas, with heating reduced to 'frost protection' levels when unoccupied
6. Ensure that doors and windows are not left open after cease work to save on heating costs and improve security
7. Doors and windows should be draught proofed where practicable, loft spaces checked to ensure insulation is adequate, and pipes and hot water tanks should be properly lagged

Water Use

Staff work from their own homes/remote offices. Where practical, the charity will ensure the following for any shared spaces, event space and programme delivery space will:

1. Turn off or repair dripping taps, which can waste up to 10,000 litres of water a year
2. Cut down on the amount of water in toilet cisterns by placing a water-filled bottle in there or a bag filled with stones
3. In hot weather turning the tap on to gain access to colder water can be wasteful; therefore a jug of the water run should be filled and placed in the fridge

Emissions and Transport

The charity will:

1. Encourage drivers to not hard accelerate and brake, which wastes petrol. Cruising saves fuel and you get to your destination less stressed
2. Ensure that staff, where practicable, make use of the public transport system
3. Encourage shared transport use by staff where it is practicable
4. Source goods and services locally, where this is cost effective
5. Coordinate meeting timings and locations to minimise travel
6. Review the work of meetings to reduce committee sizes and frequency of meetings and use online
7. Avoid automatic attendance at meetings on every occasion and, instead staff should only attend when an active role is required
8. If you travel by plane, book a non-stop flight, because these take the most direct route to the destination
9. Fly economy - business class carbon footprint is typically double economy

Go Plastic Free

The charity has a pledge to 'go plastic free'. We use a [wide range of ideas](#) from the Plastic Free Foundation to achieve this aim.

Monitoring and Review of this Policy

This policy is reviewed every three years by the CEO and board of trustees in consultation with any other employees/volunteers as appropriate. Recommendations for change should be reported to the CEO.

We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the CEO.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Diarmuid Molloy	24 September 2024	New policy format approved	Annually