

ENVIRONMENTAL POLICY

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1.0 Guiding Principles

The Coram Group of Charities is committed to environmentally sustainable working practices. Protection of the environment in which we live and operate is central to the Group's values and principles and is considered to be sound business practice. We are committed to reducing our environmental impact and continually improving our environmental performance. We will encourage customers, suppliers and other stakeholders to do the same.

The Coram Group commit to:

- Comply with all relevant environmental legislation, regulations and approved codes of practice;
- Protect the environment by striving to prevent and minimise our contribution to pollution of land, air and water;
- Seeking to keep wastage to a minimum and maximise the efficient use and reuse of materials and resources;
- Managing and disposing of all waste in a responsible manner;
- increase awareness so that we work within an environmentally aware culture;
- Develop our policies and processes to ensure that environmental factors are considered during planning and implementation;
- Monitor and continuously improve our environmental performance.

Overall responsibility for the implementation of this policy is delegated to the Head of Estates and the Head of Human Resources by the Chief Executive. Practical implementation of the policy is the responsibility of every member of staff.

2.0 Environmental Practices

2.1 Transport

The Coram Group is committed to the use of public transport. All Coram staff are expected to use public transport or bicycles wherever possible, and keep the use of taxis and private cars to a minimum. Bike stands will be provided at projects where it is possible.

2.2 No Smoking

Coram supports a smoke-free environment in all of its locations. This not only protects the health and safety of all our workers, service users and visitors but also contributes to the reduction of air pollutants.

3.0 Minimising waste

Coram produces waste, a fact which we cannot change. However, what we can change is

the how much we produce, how we manage it, and what we do with it.

We encourage everyone to recycle as much as possible; the most important thing we can do is to reduce the amount of waste that we create in the first place. Where the Coram Group create and produce products rather than services, we are committed to minimising our use of packaging and the production of waste and waste products.

4.0 Recycling Facilities

Coram uses the recycling facilities that are available on the campus and available at our project locations. All projects are responsible for contacting their local authorities to ensure that they have recycling facilities at their projects.

4.1 Recycling of materials

All employees and workers are actively encouraged to use recycling facilities. Recycling benefits us all and ensures that:

- natural resources are used in the most efficient way;
- damage to the environment is reduced by saving energy and water;
- there is less need for landfill and those emissions that contribute to global warming.

Recycling is just one way to reduce the amount of rubbish being thrown away. Here are other things we do to help reduce waste:

Reuse things - giving unwanted items to charity, make play items for children.

Buy recycled products – Where possible, Coram will choose products made from recycled materials e.g. toilet paper, plastic vending cups and pencils.

5.0 What can we recycle?

There are many materials that can be recycled such as:

5.1 Paper

All paper must be placed in appropriate recycling bins

Reuse blank sides of paper for scribbling notes or phone messages

When printing or photocopying a document, print on both sides wherever possible.

5.2 Newspapers / Magazines

To help reduce paper consumption where publications are available on-line, employees are encouraged to source an on-line subscription rather than paper-based.

5.3 White Goods

All white goods contain significant amounts of metal and plastic that can be recycled.

If a project has any unwanted white goods such as fridges, local authorities or other charitable organisations often collect free of charge. It is the Project Manager's responsibility to source such information within their local areas and dispose of such items in an environmentally friendly way.

5.4 Computer Goods

All unusable PCs, monitors, laptops, printers and servers are recycled. Coram uses reputable organisations for such disposals and receive a certificate of data wiping and WEEE compliance when unwanted computer equipment is collected. All projects are required to send unwanted computer equipment to the IT team who will arrange for collection.

5.5 Mobile Phones / PDAs / Ink Cartridges

If a project wishes to recycle small quantities on inkjet cartridges, mobile phones or PDAs this can be done by using FREEPOST bags available from a number of charitable organisations. This can be done in a number of ways but ideally should raise funds for Coram where possible. Projects can directly contact from such organisations providing there is no charge.

5.6 Garden Waste

Composting is a simple, natural process that turns garden waste that we would normally have thrown away into a nutrient rich, cost free product to use in our gardens. This also assists in combating weeds, conserving water and to maintain a loose absorbent soil surface.

The types of material used around Coram to create the compost for the gardens is as follows:

- Grass cuttings
- Weeds (treated)
- Sawdust
- Finely shredded paper/cardboard
- Leaves

Any garden waste that cannot be used is collected and disposed of by the local authorities.

6.0 Reuse of Unwanted Items

6.1 Furniture

Coram re-uses unwanted furniture wherever possible. All usable furniture is stored until there is a requirement for it to be used within any project within Coram. Managers are

responsible for checking with the Estates team before ordering any new furniture equipment.

Should it be determined that any equipment is no longer required by Coram, managers must ensure that such unwanted equipment is re-used by donating such items to local community initiatives such as charity shops or community projects.

Energy is required for every activity we do - we generate and use it to provide heat for warmth, light to see, and power to get about.

Burning fossil fuels gives off gases, such as nitrogen dioxide and sulphur dioxide, which result in local air pollution, affecting human health and the overall quality of the environment. This, combined with increasing energy use makes it all the more important to conserve energy to save money and help protect the environment. Energy use and transport accounts for most of the energy used in London and for large amounts of carbon dioxide emissions.

It is estimated that 60% of the energy used by office equipment in the UK could be wasted due to equipment being left on unnecessarily and standby facilities being absent or disabled (www.carbontrust.co.uk). Generally, energy consumption per PC, fax, photocopier etc. has been increasing as specifications become higher, and more fans are needed to manage the increasing heat outputs from these machines.

Therefore, it is every employee's responsibility to ensure that they conserve energy. Some suggestions are as follows:

- Do not leave windows open unnecessarily
- Ensure that you shut-down your PC and the computer monitor(s)
- That we adopt communications practices that minimize the use of paper where possible
- Turn off photocopiers, scanner and other office equipment at the end of the day

Coram has installed 'instant warm-up' copiers. These copiers warm up by the time the first copy reaches the heated ink-sealing roller. This means they can be set to remain in standby mode without wasting time. All employees are required to check that energy-saving features are set up on all appliances and activate where possible. Enabling power-save options can reduce energy consumption.

8.0 Water

Water is perhaps the most essential resource that we have. All Coram employees are required to be mindful in using water by:

- Ensuring all taps are fully turned off after use.
- Not leaving taps running unnecessarily.

Disposing of unwanted water in bottles, cups etc by watering any plants that would benefit
Reporting any problems such as dripping taps to Estates immediately.
Filling kettles with only as much water as needed. This saves energy as well as water

9.0 Fairtrade Products

Coram supports the use of fairtrade goods through the products it supplies in its kitchen areas. Therefore, Coram supports all projects in the purchase of fairtrade marked goods where appropriate.

10.0 Procedures to minimise noise disturbance to neighbours

Each year Coram holds many events which may involve increased noise levels. For events on campus the Estates team is responsible for ensuring that noise levels are kept to a minimum, and informing any neighbours that may be affected by increased noise levels in advance of the event.

At a project-based event it is the responsibility of the manager to ensure that noise levels are maintained to an acceptable standard. Managers are responsible for identifying who may be affected by increased noise and ensure that they are informed in advance of the event.

11.0 Relevant Environmental Legislation

| Legislation | Key Elements | What we should do in support |
|--|---|--|
| Environmental Act 1995 | London Waste Regulations Pollution Control General Provision in respect of water General Environmental and Recreational Duties | Consider opportunities for recycling materials Consider opportunities for reusing materials |
| Environmental Protection Act 1990 | Waste management | Consider opportunities for recycling materials Consider opportunities for reusing materials |
| WEEE Regulations 2007 | Safe disposal of Computer equipment | Recycle toners |
| Water Resources Act 1991 Water Supply (Water Fittings) Regulations 1999 | Management of Water Supplies | Repair of broken Pipes Use of water butts |

| | | |
|---|--|--|
| <p>COSHH Regulations 1994</p> <p>Health and Safety Act 1974</p> | <p>Management and control of dangerous Substances</p> <p>General Health & Safety</p> | <p>COSHH Assessments</p> <p>Safe Storage of hazardous substances.</p> <p>Purchase of non-toxic cleaning substances</p> <p>Manage and Monitor noise pollution.</p> |
| <p>Motor Vehicle Tests Regulations (1981)</p> <p>Department of Transport Regulations</p> <p>UK Fuel Poverty Strategy 2001</p> | <p>Carbon Emissions</p> <p>Energy usage</p> | <p>Expenses Policy to support the acts</p> <p>Reduce energy consumption wherever possible</p> |
| <p>Clean Neighborhoods and Environment Act 2005</p> | <p>Litter and Refuse</p> <p>Waste</p> <p>Deposit and Disposal of waste</p> | <p>Ensure adherence to the policy regarding the production and disposal of waste</p> |
| <p>Climate Change Act 2008</p> | <p>Carbon target and budgeting (National)</p> | <p>Ensure adherence to the policy regarding the production and disposal of waste.</p> <p>Adoption of new technologies and as they become viable to help the UK meet its national targets/objective</p> |

Appendix A

Amendments Summary

| Date | Issue | Additions | Deletions | Amendments |
|---------------|-------|---|--|---|
| November 2012 | 3 | | | 1.0 Guiding principles |
| November 2012 | 3 | | | 7.0 Energy conservation suggestions |
| November 2012 | 3 | 11.0 Environmental Effects Register | | |
| November 2012 | 3 | 12.0 Relevant Environmental Legislation | | |
| July 2019 | 4 | | | Revision of language to include the entire Coram Group |
| July 2019 | 4 | | | Revision of section 12 |
| July 2019 | 4 | | | Cosmetic changes – IIP Gold, logo, page numbering, etc. |
| July 2019 | 4 | | Subtraction of Appendix B – no longer relevant | |