

## Environmental policy

Play Wales recognises that when undertaking their daily work all staff associated with Play Wales will have an influence on the environment.

We will commit to adopting working practises that will help to have a positive effect, assist towards continued environmental improvement, prevent pollution, and reduce unavoidable negative influences caused by Play Wales's activities

This environmental policy covers all aspects of our operation. In particular, Play Wales will:

- Reduce the amount of waste generated by reusing and recycling where possible. Wherever practical correspondence should be electronic. Where practicable stationery should be 100% recycled paper. Wherever practicable all photocopying of a successive nature, e.g. minutes and reports, should be double sided. Waste office paper should be recycled.
- Recognise the procurement and use of products/services which have minimal environmental and social impact.
- Use energy and water in an efficient way, where possible using utility companies which offer a Green Tariff. Energy efficient light bulbs should be used where possible. Mercury free and low cadmium batteries should be used, if a battery has to be used at all, but mains power should be used whenever possible. Copiers, appliances, computers, heaters and lights should be switched off when not in use.
- Reduce the impact of vehicle emissions by encouraging the application of sustainable principles of travelling and arranging meetings. Staff should share transport wherever possible and venues of meetings should be arranged with a minimum travel distance. Journeys should be made by public transport where reasonably practicable.
- Provide training/advice and regularly up-date staff on issues to encourage good environmental practice.
- Ensure full compliance with environmental legislation relevant to the organisation's activities.
- Ensure organisations we associate with are aware of our policies and to encourage them to develop their own good environmental practices.
- When purchasing new equipment, we will buy only the most energy efficient and where possible brands with refillable/reusable resources. i.e. printers

## **Responsibilities of all staff**

All staff will be asked to observe the following:

### Recycling

- Re-use paper, envelopes, folders etc wherever possible.
- Only print when essential – use print preview as much as possible to minimise paper use in the first place.
- Recycle paper, bottles, cans, cardboard, plastic, toner cartridges and food waste in the receptacles provided.

### Transport

- Public transport, walking, cycling, car share is promoted as the preferred mode of transport – including travel to and from meetings.
- Use video or tele-conferencing for meetings where possible to reduce/eliminate the need for travel.
- Car use must be in accordance with the procedures set out in Play Wales' travel and subsistence policy.

### Energy use

- Use energy – water, heating, lighting efficiently. Turn off lights, computers, printers when not in use and especially when out of the building.
- Put computers into energy saving mode.

This policy will be maintained and implemented by the Operations Manager.

### **Policy version**

This policy was reviewed in January 2025.