



Just Ideas – Environmental Policy

Last revised: February 2023

Background

Just Ideas was founded in 2006 and is an independent social consultancy. We support communities, charities, public sector and businesses who are working towards positive social or organisational change to achieve social and environmental justice.

Our aim is to provide services that tread lightly on the earth and to help our clients to do the same. This is based on our commitment to the principles of [One Planet Living](#). Just Ideas recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to continually improving our environmental performance to reduce our environmental impact as an integral part of the way we work.

Responsibility

While Just Ideas' Directors are responsible for ensuring that this environmental policy is implemented, all employees and associates of Just Ideas have a responsibility to ensure that the aims and objectives of this policy are met.

Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Increase staff and associate awareness on environmental issues and the environmental effects of their activities

Impacts and actions

We have identified the sources of our main environmental impacts - and the opportunities to mitigate these - below:

Transport

- If we can walk or cycle, we will. If not, then we will use the bus and/ or train. Only if none of these options are available will we use private cars or fly.
 - **Car travel:** From our Reading office we will access our Nissan Leaf electric car in the first instance in this case.
 - **Air travel:** Where air travel is essential, we aim to offset our carbon impacts by making an equivalent contribution to an environmental organisation. (Details to be defined).

- We will promote the use of travel alternatives such as e-mail and video conferencing. We facilitate this via the Just Ideas' Zoom account which we will make available to associates.

Office supplies and equipment

- We consider environmental impact alongside cost when procuring office supplies, and buy recycled, recyclable or other environmentally friendly items where possible.
- We strive to minimise paper usage – including by printing on both sides - and use recycled paper.
- We will evaluate the environmental impact of any new office products we intend to purchase.

Recycling and waste

- We provide facilities for recycling office waste at our Reading office.
- We only use licensed and appropriate organisations – such as ShredIt - to dispose of confidential waste.
- We recycle the paper, plastics, printer cartridges and any glass used in the course of our working day, whether in our home offices or on client premises.
- We encourage staff and associates to carry re-usable coffee cups and to avoid single-use plastic where possible.
- We strive to minimise consumption of resources, keep paper use to a minimum. Print on both sides and use recycled paper.

Energy and water

- We use renewable energy to power our Reading office
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new office products will be taken into account when purchasing.

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.

Monitoring and improvement

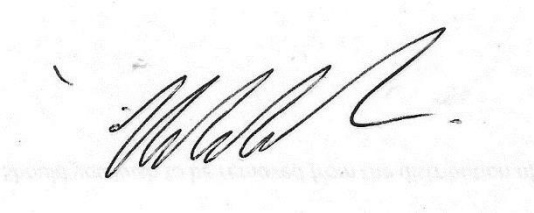
We will seek to

- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions.

Culture

We will:

- Involve our associates in the implementation of this policy, ensuring coverage of this policy during associate induction.
- Review and update this policy at least every two years, in consultation with staff, associates and other stakeholders where necessary.

A handwritten signature in black ink, appearing to be 'M. A. R.', is centered on the page. The signature is written in a cursive style with a large initial 'M' and a long horizontal stroke.

X

Director

Date: 21st February 2023