



Sustain's 'Green Housekeeping' Statement

Being an environmental organisation, Sustain recognises that its activities and policies have the potential to harm the environment. We therefore aim to minimise all negative effects upon the environment through our activities, and use services which have a benign or positive effect upon the environment.

Power – Sustain aims to:

- Conserve energy where possible through insulation, purchasing energy efficient equipment, fixtures and fittings, turning off machines and equipment when not in use, and using energy saving settings on printers, computers, and photocopiers
- Encourage the building owners to heat our office in the most efficient way and to use power from renewable, non-nuclear sources

Water – Sustain aims to;

- Encourage staff and volunteers to minimise water use by washing up crockery and kitchen equipment in batches using a bowl
- Encourage staff and volunteers to purchase equipment which minimises water use
- Encourage those responsible for the building to repair equipment/fittings which are wasting water as quickly as possible and to purchase equipment which minimises water use e.g. low flush toilets

Transport – Sustain aims to;

- Encourage staff and others to travel by public transport, legs, or bicycle when travelling to and from the office
- Encourage car share and energy efficient/zero emission vehicles when no alternative exists

Waste – Sustain aims to:

- Minimise waste by
 - Conserving resources e.g. by using electronic rather than printed versions of documents where possible
 - Reusing resources e.g. by reusing envelopes and ‘scrap’ paper
 - Recycling resources e.g. by recycling paper
 - Using ‘long use’ material, instead of one-use options, e.g. mugs rather than plastic cups for meetings

Purchasing – Sustain aims to:

- Purchase energy efficient equipment which has the lowest negative effect on the environment where possible e.g. by buying solar powered calculators rather than battery operated ones
- Purchase recycled paper, cardboard, and other stationery where possible
- Purchase organic and local or fairly traded food and drink where possible

Other activities - Sustain aims to:

- Consider and monitor the effects upon the environment of all its activities on a regular basis
- Minimise any negative effects where possible