

## **ENVIRONMENTAL SUSTAINABILITY (OPERATIONAL) POLICY STATEMENT**

The North of Tyne Combined Authority (and the North East Local Enterprise Partnership, for which it is the accountable body) is committed to continuous improvement in environmental management and sustainability by employees and to encourage support from customers.

The approach to the environment is guided by a number of principles to which the organisation is committed.

### **Principles**

- **Leadership from the top and by example.** The Senior Management Team sets out the responsibility for environmental performance and develops and maintains an adequate system of management, measurement and improvements.
- **Probity and lawfulness is our minimum standard.** All actions comply with relevant regulations but we will always try and exceed these.
- **Sustainability is a habit.** All our activities are conducted with due regard to the environment and its habitats. Our operations are regularly assessed for compliance with policy, performance and achievement of targets.
- **Sustainability is everyone's business.** Environment considerations are taken into account in all major decisions and in the appraisal of grant applications. Employees are encouraged to work in an environmentally responsible manner. Suppliers are encouraged to operate in an environmentally responsible manner and such encouragement is made a condition of any supply.

### **Objective 1 – to save paper and printing cartridges (reduction every year against previous year's base-line quantity and cost)**

- Check all documents to ensure correct before printing
- Whenever possible documents to be printed double sided. In particular large reports should be double sided.
- Re-use blank sides e.g. for scrap/note paper
- Avoid overproduction of marketing and publicity material
- Use electronic communication where possible
- Do not print out e-mails
- Colour printing is expensive – use only for final documents and not for internal copies

**Objective 2 – to save on electricity/water/gas (reduction every year against previous year’s base-line quantity and cost)**

- Report dripping taps or leaks immediately
- Switch off computers at night
- Set computers to energy saving mode when not in use so that monitors turn off
- Switch lights of in rooms when not in use

**Objective 3 –to reduce emissions**

- Keep car journeys to a minimum
- Share car journeys where possible
- Travel by train, metro or public transport where possible
- Walk or cycle shorter journeys
- Consider the use of video conferencing and telephone conferences where possible

**Objective 4 – reduce use of landfill sites**

- Reduce, re-use and recycle where possible
- Use recycle bins correctly
- Ensure that boxes and plastic bottles are flat packed before disposal to reduce space taken up in bins

**Objective 5 - Working with our local communities**

- Carry on business in a responsible manner with due regard to the immediate environment, particularly at unsociable hours and in relation to noise, odour, lighting, litter, uncollected waste or deliveries and collections.