



Wales Best Guides Enterprises Ltd

Environmental Policy

Wales Best Guides Enterprises Ltd and its directors, employees, consultants and volunteers have a duty to act responsibly towards customers, staff, suppliers and the public with regard to the effect that business operations may have on the environment and will endeavor to achieve its responsibilities through the following objectives:

Transport

We encourage staff, suppliers and customers to use environmentally friendly ways to travel. Likewise, our business will be conducted through the most environmentally sustainable mode of transport available.

- Directors, employees, consultants and volunteers will always work towards reducing fuel consumption by combining journeys to sites via planning and vehicle sharing.
- We utilise public transport wherever possible to avoid car use.
- We reduce need for travel where possible through the use of ICT – video conferencing etc.
- We will utilise local suppliers/venues where possible to support small local businesses and reduce travel.

Natural Environment

- We will not purchase tropical hardwoods from unsustainable sources and will instead use local grown hardwoods where available or wood from sustainable temperate sources.
- COSHH regulations for the use of chemicals will be upheld.
- We will save water wherever possible, turning off taps whenever not in use
- We aim to install water conservation measures such as time limited taps, 'grey water' recycling systems, dual flush toilets, water aerators on all sink taps and water saving devices in toilet cisterns.
- We will aim to increase the biodiversity of the site and its surroundings by consulting with local wildlife groups on how to effectively encourage biodiversity and wildlife in our area.



Recycling

- We will prevent, reduce, repair, reuse and recycle to minimise waste wherever possible, to include:
 - All waste paper, glass, metal, plastic and compostable food waste will be sorted and recycled.
 - All electrical products to be disposed of according to Waste Electrical and Electronic Equipment recycling (WEEE) regulations.
 - All used printer cartridges/photocopier toners will be returned to the supplier or recycled locally.
 - All used fluorescent tubes will be returned to the wholesaler for recycling.
 - All batteries of a domestic type will be recycled at the local supermarket.

Single Use Plastics

- We will use government legislation that regulates against the use of single-use plastics to support our efforts where we can.
- We will require all our suppliers to minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).
- Where the use of plastics is unavoidable, we will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics.
- We will work with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- We will share best practice and information about plastic free initiatives, to residents, businesses, visitors and beyond through our social media and communication channels.

Office and Work Practices

- We will purchase items with low / zero levels of packaging or recyclable packaging where possible. We will aim to buy products and materials that do not harm the environment when they are made or used.
- All paper purchased, and promotional materials created will contain a good proportion of recycled fibre and be as low a grade as possible.
- We will aim to use the Ecosia web browser which donates its profits to a tree planting scheme.
- All cleaning products will be plant based where possible.
- Products containing CFC compounds or Trichloroethane will not be purchased. Where possible pump action (re-useable) aerosols and non-spray products (e.g. furniture wax) will be used.



Policy Implementation

- An environmental audit will be carried out annually to monitor where changes to our environmental practices are required. After which the relevant course of action will then be implemented to achieve the required standards.
- All staff will be issued with a copy of the course of action that they need to take and be encouraged to implement the proposals within their daily working activities and areas of influence.
- It is the responsibility of Amanda Whitehead to champion this policy, ensuring adequate training of staff to enable its implementation.
- All staff are responsible for ensuring that all aspects of this policy are carried out in their area of work.

Fair Trade Policy

Amanda Whitehead is committed to making Fair Trade an integral part of their business practice. We confirm that:

- We will support, promote and use Fair Trade
- A coordinator will be appointed who will be responsible for our Fair Trade policy
- Staff understand the meaning of Fair Trade, recognize the benefits that it brings to producers and are aware of the range of Fairtrade products available
- Staff have access to Fairtrade refreshments such as tea, coffee and snacks
- Our cafe offers Fairtrade produce
- Fairtrade tea and coffee are available in meetings and offered to visitors
- When booking outside venues we always request Fairtrade refreshments
- Communications materials (promotional materials including website, leaflets, menu, annual report and in-house publications) run a feature on Fair Trade
- Amanda Whitehead will celebrate and promote Fair Trade at least once a year.
- Our retail range offers customers a choice of Fairtrade product lines (including tea and coffee).

Energy Consumption

- Lighting, heating and other energy consuming equipment will be switched off when not in use.
- Energy to be purchased from a 100% renewable energy supplier where possible.
- We will use thermostatic heating controls to swiftly react to different daily heating needs.
- Install effective insulation, close all doors/windows in winter.
- All new electrical items that are purchased will be chosen for energy efficiency wherever possible (A/A* rating).
- Ensure proper maintenance of all equipment to ensure energy efficiency.
- When considering constructing a new building or the renovation of an older property we will consider construction methods that reduce energy consumption and/or utilise renewable energy sources.
- Consider replacing lightbulbs with LED low energy bulbs.



Policy adopted on:	01/08/2021
Next review on:	01/08/2022