



Policy and Procedures

Sustainability Policy

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01	Sustainability Policy	Jan 2017		Catherine Pickles/ Stephen McCartney

Sustainability Policy

NASMA recognises that all organisations have an impact on the environment and is committed to reducing the environmental impacts its professional activities and the management of the organisation may have. The main responsibility for implementation of this policy lies with the NASMA Board of Directors but individuals within the organisation as a whole have an important role in co-operating with those responsible for safeguarding the environment.

NASMA's Sustainability policy is based on the following principles:

1. To comply with and exceed where practicable, all applicable legislation, regulations and codes of practice with regard to sustainability.
2. To integrate sustainability considerations into all our business decisions.
3. To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
4. To minimise the negative impact on the environment for all office and transportation activities.
5. To maintain an environmentally sound waste management procedure which promotes recycling where possible and is feasible in conjunction with local authority guidelines.
6. To give appropriate consideration to the environmental credentials of suppliers when purchasing products and services.
7. To review, annually report, and continually strive to improve our sustainability performance.

In order to put these principles into practice we will monitor and manage our use/ generation of:

- Energy
- Equipment and Resources
- Travel & Transportation

Energy

Seek to reduce the amount of energy used by adopting good housekeeping and ensuring lights and electrical equipment are switched off when not in use. Appliances should not, where possible, be left on standby

Equipment and Resources

Minimise our use of paper and other office consumables, for example, by double-siding printing and identifying opportunities to reduce waste.

Seek to buy recycled and recyclable paper products.

Issue documents electronically wherever possible and use laptops at meetings rather than paper documents.

As far as possible, arrange for the re-use or re-cycling of office waste, including paper, computer supplies and redundant equipment and deposit and segregate waste in the recycle bins provided.

Travel

Avoid physically travelling to Board/Committee meetings where alternative arrangements are available and practical, such as tele-conferencing, video-conferencing or web cams and incorporate efficient timing of meetings to avoid multiple trips.

Share travel or use public transport to attend meetings, training events, etc., apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.

Reduce the need for staff to travel by supporting alternative working arrangements (where appropriate) including working from home.

This policy will be monitored and reviewed annually.

This policy is available in other accessible formats upon request.