



This document is available in other languages or formats.
Please contact the office for details.



Policy:	Greening Our Workplace Policy
Legal Requirements:	There are no legal requirements applicable to this policy.
Regulatory Standards:	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 1. The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 2. The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 5. The RSL conducts its affairs with honesty and integrity.</p>
Equality and Diversity:	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
Complaints:	<p>Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.</p>
General Data Protection Regulation (GDPR):	<p>The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.</p>
Policy Author:	Lesley Bryce
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every two years in the month of April.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Wednesday the 28th of April 2021.



Statement of Policy Aims and Principles

Yoker Housing Association ("the Association") wishes to ensure that it has effective systems in place to meet the challenge of sustainability across all its activities, including the operational running of the organisation.

To that end, the Association will apply the principles set out in its Sustainability Policy to its everyday management. The Association will seek to operate in a manner based on best environmental practice.

The Association will aim to minimise the environmental impact of its day-to-day activities and demonstrate its commitment to sustainability in the workplace through the following principles:

- Reduce;
- Re-use;
- Recycle.

Policy Details

There are several key areas where the organisation will seek to reduce our environmental footprint:

- Paper;
- Energy;
- Recycling;
- Office Supplies;
- Transport.

Paper

Purchasing

The Association will purchase paper that:

- has a high re-cycled content;
- is totally chlorine free during production;
- sold with an accredited environmental or green label.

Paper Saving

The Association will encourage all staff to:

- Double-side photocopy and print where possible;
- Print only when necessary, after proof reading, spell checking, layout checking and print previewing the document;
- Reduce the purchase of notepads by re-using once-used paper for notepaper/draft copies;
- Retain documents on the computer where possible rather than print a hard copy;
- Only print the required text if an e-mail must be printed;
- Stop junk mail by marking it "Return to Sender" and re-mailing it;
- Reduce A3 to A4 where possible;
- Reduce font size where possible.

The Association will:

- Place a box containing paper that has only been used once near the photocopier/printer to use for draft copies/making notepads.



Energy

Saving Energy

"It is vital that we reduce the amount of energy we consume, both in order to cut down on associated pollution and conserve the world's natural resources and habitats." (Source: Friends of the Earth Scotland at www.green-office.org.uk)

The Association will encourage staff to:

- Switch off computers, lights, photocopiers, printers and all other electrical equipment at night;
- Switch the printer on in the morning by the first person to use it rather than routinely at 9am;
- Switch off computer monitors when going for lunch/for a tea break/to a meeting.

Lighting

The Association will look at the following areas which promote energy savings:

- Make the most of natural daylight by opening the blinds;
- Switch off lights when leaving the room when the lights are not needed;
- Re-arrange the office layout so that desks and working area receive maximum daylight;
- Use energy saving bulbs where possible.

Heating

Energy savings will be further promoted in the following areas:

- Turn down radiator TRVs a couple of degrees to a temperature that is comfortable;
- Keep radiators turned off in rooms which are rarely used (meeting rooms, toilets, corridors);
- Keep doors and windows shut in cooler weather;
- Avoid turning on local air conditioning units for cooling purposes if the heating is on – the systems will work against each other and waste energy;
- Look at energy consumption of office equipment prior to buying new equipment.

Recycling

Waste has become an increasingly difficult environmental and economic problem, one which affects us all and to which we all contribute. Individuals, at home or at work, can have a vital role to play in schemes to reduce waste.

To encourage reduction in our office waste, the Association will aim to set up an office recycling system for the following items:

- Paper (wasted good quality paper; newspaper; fax paper);
- Printer cartridges;
- Drinks cans;
- Plastic bottles;
- Glass bottles.

As of September 2019, recyclable commercial waste is uplifted by Glasgow City Council.



POLICY STATEMENT

Office Supplies

The Association will aim to reduce the amount of office supplies we use and to only buy what we need. We will encourage staff to empty their desks regularly of supplies which can be put back in the stationery cupboard. This will slow down the purchase of these items and reduce waste.

The Association will investigate the purchasing of recycled office supplies such as pens, pencils and paper (see under "Paper" above).

Transport

It is recognised that several of our employees require the use of a car to come to work as it is not feasible to use any other means of transport.

However, the Association would like to encourage staff, whilst at work, to use transport other than the car. This will be done by encouraging staff to think along the following lines:

- Can anyone walk or travel by public transport to and from a meeting venue?
- When organising a meeting, take account of the extra time needed for people to make public transport connections.
- If you must take your own car, can you share with a colleague to and from the meeting venue?

For the car users in our workplace, we will promote "greener driving". According to directgov.co.uk (the government web site for citizens), the following tips could save one month's worth of fuel over a year as well as reducing our carbon emissions:

- Drive smoothly and avoid harsh acceleration and braking;
- Shift to a higher gear at the right time. A vehicle travelling at 37mph in third gear uses 25% more fuel than it does at the same speed in fifth gear;
- Modern engines are designed to be most efficient when you just get in your car and go – keeping the engine running or pumping the accelerator wastes fuel and increases emissions;
- Switch your engine off if you know it will not be moving for some time;
- Check your tyre pressures regularly. Under-inflated tyres can increase your fuel consumption by up to 3%;
- Stick to the speed limits. Driving at 70mph you could be using up to 30% more fuel than at 50mph;
- Remove unnecessary weight and roof racks – they increase the weight and air resistance, so they increase the amount of fuel you use;
- Air conditioning and other on-board electrical devices (like mobile phone chargers) increase fuel consumption so only use them when necessary;
- Company vehicles will be either electric or petrol electric hybrid vehicles with CO2 emissions of less than 50g/km.

The Association has encouraged the use of a bike by providing secure cycle storage, showering facilities and lockers for a change of clothes and to store bike equipment.