



Policy name	Environment Policy
Policy scope	Outlining In Kind Direct's commitment to reducing its environmental impact and a guide for staff to contribute to these aims.
Policy owner	Partnerships & Impact Director
Version	3.0
Date of last review	August 2021

Environmental Policy

Statement of Intent

In Kind Direct recognises that good environmental management is an essential part of overall good practice for a national charity. We are champions of product giving, working closely with global companies, manufacturers, and retailers and central to our work is a commitment to find a good home for all donated products. We stop them going to waste, extend their life, and ensure they have social impact through our UK charity network.

In Kind Direct works towards best practice for environmental standards in all areas of our operation. We focus on continual improvement and aim to set ambitious targets for reducing our environmental impact. We will involve staff and partners as much as possible in implementing this policy internally, achieving a reduction in waste and carbon emissions, and sharing our progress. We will do this by making our policy publicly available, as well as to all staff and volunteers.

Scope

This policy applies to all employees, volunteers, and contractors. The policy will be shared with suppliers, partners, and consultants where appropriate to indicate our commitment.

Impact

Our direct impact on the environment primarily relates to:

- Our energy, material and water use at our premises, and travel by staff.
- Our logistics operations including environmental performance in relation to energy, material and water usage at the warehouse, and transport emissions.

We can also indirectly impact the environment by:

- Helping companies to reduce their negative environmental impact by providing a positive alternative to landfill and supporting a culture of best practice around waste
- Encouraging and supporting our UK network of charity partners to act in an environmentally responsible way
- Advocating a reduce, reuse, recycle approach to products
- Supporting the trial and distribution of “green” products and having a clear ethical donation policy for accepting donated products and services

Action

In Kind Direct is committed to supporting a just transition to net zero and reducing the environmental impact of our operations and service delivery. We commit to monitoring our carbon emissions and resource usage, starting by establishing our baseline impact by 2022. This includes our contribution to the relevant UN

Sustainable Development Goals (SDGs). This will enable us to set meaningful reduction targets. We will also establish a decision-making framework which supports staff to assess actions and services that have a positive environmental impact, but which may require more resource to implement, as well as the impact of new projects.

We will address this commitment through the following areas of work:

Staff engagement

We will promote responsibility for the environment and communicate and implement this policy across the organisation. All employees should think about and be familiar with the environmental requirements relevant to their role and responsibilities, including exploring the carbon footprint and impact of specific areas of work. They will take responsibility for thinking about their own impact on the environment while in the workplace or working from home, sharing ideas on how to reduce personal impact.

This policy will be shared with staff during induction, as part of regular policy presentations at staff meetings, and used when shaping new projects or initiatives. We encourage staff to think about their knowledge of environmental impact when considering their learning and development needs.

Ways of working and operations

As an organisation, we commit to taking practical steps to reduce our resource usage and carbon emissions, as well as finding innovative solutions to operational challenges. This may include decisions between the most cost-effective and the “greenest” options, which will require budget consideration.

We commit to:

- Going digital and work towards a paperless office
- Minimising our energy and water usage, considering green energy tariffs
- Maintaining recycling facilities and reducing the use of single-use plastic wherever possible
- Working with corporate partners to reduce the volume of non-recyclable packaging we receive, and reusing recyclable materials in our service delivery for outbound orders
- Using ethical consumables including Fairtrade tea, coffee, and sugar; FSC certified paper; and responsibly sourced cleaning materials where possible
- Reducing our impact through events by prioritising digital, printing fewer materials, opting for meat-free options and avoiding plastic packaging
- Providing our impact reports as digital by default. When printing is necessary, always using recyclable materials e.g. uncoated paper, recyclable bindings
- Working with our logistics suppliers to minimise carbon emissions in our supply chain e.g. through back loading and efficient use of space
- Supporting our landlords to improve premises’ environmental performance

- Sharing and learning alongside our sector peers and corporate partners, to be confident in acting on environmental and sustainability issues
- Working towards using the most sustainable providers feasible, including asking questions of current and prospective suppliers regarding their own practices and approach to their environmental footprint.

We encourage staff to:

- Turn off non-essential electronics and lights at the end of each day
- Make environmentally minded decisions, with guidance, including:
 - necessary travel – could it be achieved virtually?
 - travel options: car-share, combine meetings, use public transport
 - think before printing
 - minimise the use of lifts for those that can
- Recycle and reuse resources wherever possible
- Consider the impact of new activities against a central framework

Governance

The trustees have overall responsibility for In Kind Direct and its strategy. We commit to regularly reviewing and exploring the impact climate change will have or is having on the communities and supply chains we work with. This work is delegated to the Leadership Team, in particular the Partnerships & Impact Director, and led by the CEO. It should include, but is not limited to:

- Discussing annually with the Board how our purpose and values intersect with environmental issues. This discussion should include how our beneficiaries will be affected; where there is opportunity to collaborate and support wider action; and how to embed climate actions in our strategy, business planning and organisational goals.
- Providing a short statement in our annual report each year outlining the discussions had and any action we have taken, alongside our aims for the following business year.
- Making time to discuss practical strategic actions with the Finance & Governance Committee, including:
 - Whether to include the climate breakdown on our risk register/s, any risk it poses to finances, reputation and service delivery, and any mitigating actions
 - Recognising where operational budgets need to accommodate more environmentally driven decisions, to monitor/evaluate any investment
 - Reviewing our investment policy and seeking to move to ethical funds wherever possible in line with Charity Commission guidance on balancing ethical investment and financial return. We do not currently knowingly invest in fossil fuels/tobacco/polluting industries.
- Reviewing our pension funds and understanding options for employees to invest in greener funds if they wish to, in line with our values