**Journey to Justice Environmental Policy**

**This is an aspirational policy as there are no official JtoJ premises. JtoJ trustees, staff and volunteers will be expected to respect the Environmental Policy at JtoJ meetings and events. The local Memorandum of Understanding (MOU) will include the JtoJ Environmental policy and our partners will be expected to abide by it when running their JtoJ project.**

JtoJ recognizes that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our operating method. JtoJ sees having a sustainable environmental policy as a bedrock of our social justice aims.

We will encourage all stakeholders **and partners** to do the same.

**Policy aims**

**We will:**

Continually improve and monitor JtoJ activities which affect the environment.

Incorporate environmental factors in business decisions.

Increase employee awareness and training.

**Paper**

**We will:**

Minimize the use of paper.

Reduce packaging as much as possible.

Seek to buy recycled paper products.

Reuse and recycle all paper where possible.

**Energy and water**

**We will:**

Reduce the amount of energy used as much as possible.

Switch off lights and electrical equipment when not in use.

Adjust heating with energy consumption in mind.

Take energy consumption and efficiency of new products into account when purchasing.

**Office supplies**

**We will**

Evaluate if renting or sharing is an option before purchasing equipment.

Evaluate the environmental impact of any new products we intend to purchase.

Favour more environmentally friendly and efficient products wherever possible.

Reuse and recycle everything we are able to.

**Transportation**

**We will:**

Promote the use of travel alternatives,where this is appropriate, such as email or video/phone conferences.

Make additional efforts to accommodate the needs of those using public transport.

Favour ‘green’ vehicles and maintain them rigorously to ensure ongoing efficiency.

**Maintenance and cleaning**

**We will:**

Use cleaning materials that are as environmentally friendly as possible.

Use materials in any office refurbishment that are as environmentally friendly as possible.

Only use licensed and appropriate organizations to dispose of waste**.**

**Monitoring and improvement**

**We will:**

Continually improve and monitor JtoJ activities which affect the environment.

Incorporate environmental factors into business decisions.

Increase employee and volunteer awareness throughout training.

Review this policy and any related business issues annually.

**Culture**

**We will:**

Update this policy annually in consultation with staff, volunteers and other stakeholders where necessary.

Involve staff in the implementation of this policy.

Work with suppliers, contractors and subcontractors to improve their enviromentenal performances.

Use materials where available to reduce CO2.

July 31st 2017