1. Environmental policy – protecting our planet
   1. Together, we commit to protecting our environment and the future of our planet. This policy outlines our plan for doing so.

**Together we are stronger**

* 1. We’ve already made lots of progress supporting sustainability and driving efficiencies to support our environment. We’ve [details of the steps you’ve already taken].
  2. Here are a few suggestions on how we can all take responsibility for our personal impact at work:
     1. Re-use it don’t lose it – try and use re-usable coffee cups where you can;
     2. Recycle - use waste bins provided and split waste appropriately;
     3. Thoughtful travel – our [agile working policy and homeworking policy] gives you flexibility to adjust your workplace and reduce emissions;
     4. Two wheels – if you can cycle to work safely, try it… then try it again!
     5. Turn it off – turn off the lights when you’re the last in the room and don’t leave devices charging when they’re fully loaded;
     6. Clear it out - delete unwanted emails – stacks of electricity is used storing them in servers all over the world!
  3. We’re always looking for our next opportunity to do something positive for our planet. Tell your manager if you’ve spotted something we could do differently.

**[Environmental champions**

* 1. Fancy taking an even greater role in our commitment to the environment? Champions get involved in environmental initiatives, think tanks, research, training and activities to raise awareness.
  2. Our environmental champions might:
     1. Think about ways to save energy, water and other resources;
     2. Help to raise awareness of this policy; and
     3. Implement specific initiatives.

If you’re interested in taking on the role, let your manager know.]