



## ENVIRONMENTAL POLICY

### The AHRC

The Arts and Humanities Research Council (AHRC) supports research within the subject domain of traditional humanities subjects, such as history, modern languages and English literature, and music and the creative and performing arts. The AHRC funds research and postgraduate study within the UK's higher education institutions and provides funding for museums, galleries and collections that are based in, or attached to, higher education institutions in England. The AHRC has grown significantly over the past five years, and is in the process of becoming a Research Council.

The AHRC recognises that, in pursuing its educational and research objectives, it shares with all organisations a responsibility to protect and nurture the environment. By exercising proper control over its activities, the AHRC will promote the use of sustainable resources and discourage practices that are wasteful or damaging to the environment.

This policy contains a variety of practical measures to be taken in order to enable the AHRC to make a contribution towards protecting the environment at all levels of our activity.

A twice-yearly review of the policy will enable monitoring of achievements, and will identify opportunities for further improvements.

### Key Aims

- To reduce unfavourable impact on the natural environment by AHRC through our work and consumption.
- To conserve and support use of sustainable resources.
- To follow "the waste hierarchy":
  1. Reduce;
  2. Reuse or reclaim;
  3. Recover (Recycle);
  4. Dispose - as last resort.
- To establish and follow environmental good practice, and comply with all relevant environmental regulations and legislations.
- To develop organisational awareness of the need to care for the environment, and measures that can be taken.

## **Use of materials**

The AHRC will, where appropriate and possible:

- Use double-sided printing and photocopying.
- Reuse printed paper for draft copies, internal notices, rough pads, draft printing, and informal hard copies of documents.
- Encourage electronic filing and archiving.
- Limit the use of cover sheets for faxes.
- Re-programme fax machines to print reports only if there is a problem.
- Take care, when producing letters, not to run over on to another page or to include empty line spaces if not necessary.
- Recycle old envelopes and other packaging materials.

## **Electrical and Waste conservation**

The AHRC will, where appropriate and possible:

- Minimise electrical consumption by switching off electrical appliances when not in use for long periods or over night, including lights, printers, computers, computer monitors, heaters and mobile phone chargers.
- Minimise waste by using washable crockery, cutlery, cups, glasses, etc rather than paper plates, plastic cups, etc.
- Use Green energy suppliers, and review annually to gain benefits from market developments.

## **Purchasing**

The AHRC will, where appropriate and possible:

- Purchase recycled products.
- Purchase Fair Trade products.
- Purchase water from Aqua Aid, or other environmentally responsible company.
- Order printed stationery (letterhead, envelopes) from a printer with sound environmental principles and with a responsible environmental policy.
- Favour suppliers who use little packaging or remove packaging as part of their supply contract and obligations and who operate according to sound environmental principles.
- Use local suppliers, to minimise "fuel miles".

## **Disposal of materials**

The AHRC will, where appropriate and possible:

- Recycle all paper waste, including shredded confidential documents.
- Provide clearly labelled containers for material to be recycled, with notices of what can and cannot be recycled.

- Recycle paper, cardboard, glass, aluminium, etc.
- Return all toners and cartridges to suppliers or recyclers.
- Advertise redundant furniture and equipment for reuse, or donate to Sofa Project.
- Take unused non-toxic items to organisations such as 'Children's Scrapstore' for reuse.

### **Chemicals**

The AHRC will, where appropriate and possible:

- Use non-ozone depleting chemicals.
- Use only biodegradable, non-toxic, environmentally sound cleaning products and materials.
- Use all products sparingly.
- Provide an environment free of hazardous materials.

### **Employees' awareness**

The AHRC will, where appropriate and possible:

- Provide environmental information and education for employees, encouraging employees to behave in an environmentally responsible manner.
- Organise staff training in environmental awareness from organisations such as *Future West*.
- Invite guest speakers to inform and motivate staff about environmental issues.
- Use signs and notices as reminders.
- Include relevant information in new employees' orientation.
- Post Environmental Policy on Website.
- Encourage existing staff to set examples for new employees.
- Create awareness of the benefits to the environment of commuting by walking, bicycling or using public transport, while noting other constraints such as personal safety.
- Make information on recycling systems in AHRC available to all staff.

## Targets

Target	Responsibility	Date
<p><b>Raise staff awareness of environmental issues and of their responsibilities, in the workplace, in the light of these.</b></p> <ul style="list-style-type: none"> <li>• Staff training and briefing by <i>Future West</i> or another external guest speaker.</li> <li>• Update sessions (bi-annually), which will become a forum for reporting and feedback so that all staff feel included.</li> <li>• Produce a colourful and professional leaflet for all staff. This is intended as a practical and user-friendly guide to the AHRC's Environmental Policy and how to use the facilities provided for recycling.</li> </ul>	EAG	<p>Early 2005</p> <p>Ongoing</p> <p>To be available at the training session noted above and for new staff members' induction packs</p>
<p><b>Instil a workplace culture of environmentally-friendly practice.</b></p> <ul style="list-style-type: none"> <li>• Encourage staff use double-sided copying and printing where possible, re-use paper for scrap-pads, use the recycling facilities, only print e-mails when a paper copy is necessary.</li> <li>• Ensure AHRC's specification for contracted office cleaning firm ensures that they will behave in an environmentally-responsible manner with regard to practices and products used.</li> </ul>	EAG to take responsibility for ongoing encouragement of staff to act in an environmentally responsible manner.	Ongoing
<p><b>Develop a monitoring and reporting process for the AHRC Environmental Policy.</b></p> <ul style="list-style-type: none"> <li>• Focus on volumes of paper bought/ volumes of paper recycled.</li> <li>• Produce a list of non-environmentally-friendly products currently purchased by the AHRC on a regular basis, and aim to reduce this list over time, moving to environmentally-friendly products where possible and available.</li> <li>• Obtain environmental policies from suppliers where available.</li> </ul>	EAG and especially Ted McKenzie	2005
<p><b>AHRC Environmental Policy to be adopted by AHRC.</b></p>	SMG	December 2004

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Professor Geoffrey Crossick  
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Date



### **AHRC's Environmental Policy – cover note**

On 14 December 2004, the draft AHRC Environmental Policy, proposed by the AHRC's Environmental Action Group (EAG), was considered and approved by the Senior Management Group (SMG). While the policy was endorsed, it was felt by members of SMG that it did not go far enough in its proposals. A number of specific areas were highlighted for future exploration, either by the EAG or on a more formal basis:

- **Transport** – there should be an evaluation of the impact of the AHRC on the environment in terms of the transport miles incurred (by air, road and rail), and the differential impact of various forms of transport, caused by attendance at meetings and events organised by the AHRC. SMG should be asked in due course to consider how the outcome of this evaluation should be taken into consideration in planning events, and in the adoption of environmentally-responsible ways of handling the implications of this evaluation.
- **Whitefriars building** – an exploration should be made of the ways in which a wider dialogue could be entered into within the building as a whole:
  - a) in terms of building management policies relating to environmental issues.
  - b) with other tenant organisations of the building to encourage a wider awareness of environmental responsibilities.
- **AHRC award holders** – in a year's time, a review should be undertaken of ways in which the awareness of award holders can be raised as to the environmental impact of their activities. It would be decided whether these expectations should be set out in the terms and conditions of AHRC awards.

Finally that the AHRC's Environmental Policy should be included in the 2005-6 Operating Plan.