



## **ENVIRONMENTAL POLICY**

### **Scope & Purpose**

The purpose of this Policy is to assist members, employees and volunteers to adopt environmentally sustainable work practices whilst carrying out their duties for Reading Friends Australia Limited (RFA).

This Policy applies to all members, employees and volunteers of RFA.

### **Definitions**

Reduce is using less of a product.

Re-use is to use a product more than once.

Recycle is to use a product made from materials that have already been used or can be used again to make the same or another product.

### **Policy**

RFA is committed to environmentally sustainable work practices in order to reduce harm to the environment and reduce wastage.

RFA will consider the environmental implications when making planning, purchasing or other organisational decisions.

RFA will promote and encourage sustainable work practices to all members, employees and volunteers to raise awareness of their environmental responsibilities.

RFA will aim for continuous improvement in its environmental performance through identifying and reducing wastage or the use of non-recyclable products.

RFA is committed to reduce:

- the use of products with excessive packaging;
- the use of products made from non-recyclable materials;
- the use of energy by turning off lights and equipment whenever possible;
- wastage by ensuring equipment and utilities (eg leaking tap) are kept in good working order.

RFA is committed to re-use:

- second-hand books, for reading in schools or donating to families / children;
- products that are capable of being used more than once, eg boxes, paper and glass containers;
- paper, through double-sided printing or copying wherever possible;
- paper, by using the blank side of discarded printed paper for notetaking or other purposes;
- envelopes, for internal mail.

RFA is committed to recycle:

- by purchasing products that can be re-used – e.g. paper, glass, metal;
- by purchasing recycled paper wherever possible;
- by purchasing products made from recycled materials
- by purchasing products with minimal packaging.