LAST REVIEWED: **20/09/2023**

APPROVED BY THE BOARD OF TRUSTEES: **30/09/2023**

DATE OF NEXT REVIEW: **30/09/2025**

SUSTAINABILITY
POLICY AND PROCEDURES

1

1. **ABOUT THIS POLICY**

1.1 Earth is in a climate emergency. This century, its average temperature has increased faster than ever before, and evidence suggests this global warming is down to human activity and our rapidly growing use of fuels such as petrol, diesel, gas, and coal generating greenhouse gases. In a 2018 report on the impacts of global warming, the United Nations warned that we may only have until 2030 to limit a climate crisis.

1.2 Climate change threatens the existence of human civilisation, the world's fauna, and flora. An increase of global warming at current rates will significantly increase the risk of drought, floods, extreme heat, and climate-related poverty for millions of people across the world.

1.3 Many of the ways in which humans have become used to doing things, are not sustainable.

1.4 According to Caring for the Earth, sustainability is, *"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs ' and improving the quality of life while living within the earth's carrying capacities. "*

1.5 We care for the future of this planet, and so are committed to developing as impactful a sustainability policy as possible, to reduce the negative environmental impacts of our activities, and to maximise contributions to tackling this climate emergency.

1.6 It is essential to the sustainability of our organisation that we remember our core focus. But protecting the planet and quality of future generations' lives is crucial if we want to achieve our vision and give *"Vulnerable people, including those convicted of offences, the chance to become valued members of society and to forge fulfilling, constructive lives."* It is critical to us enabling *"participants to see themselves with positive futures"* which is part of our mission. It fits with our values, e.g. sustainable approaches, self-responsibility, respecting and valuing all.

1.7 We believe in climate justice - in the fair treatment of all people and the freedom from discrimination in the creation of policies and projects that address climate change as well as the systems that create climate change and perpetuate discrimination. We work with people from marginalised communities, from places where trust and a sense of community are scarce, and it's these people who are likely to be disproportionately impacted by the climate emergency, despite them often having the smallest carbon footprints. We want to work collaboratively with these participants and settings to develop our sustainability strategy.

1.8 We are committed to: complying with all applicable legislation and relevant codes of practice; integrating sustainability considerations into our business decisions; implementing this policy; and doing much more to help tackle the climate emergency through turning the draft action plan in Appendix 1 into a far-reaching *Sustainability strategy*.

1.9 We are committed to keeping all team members abreast of all changes to this policy document, and to making sure it is an integral part of inductions for new team members.

1.10 This policy applies to all Good Vibrations freelancers, employees, trustees and volunteers.

2. **PROCEDURES TO REDUCE OUR ENVIRONMENTAL IMPACT**

2.1 To reduce our environmental impact, especially in relation to reducing carbon emission, which is the main driver of climate change, we will implement the following procedures

2.2 To **reduce paper waste** we will:

(a) Adopt a think before we print approach, only printing where absolutely necessary

(b) Minimise our use of paper by double-siding all paper used

(c)   Use recycled paper wherever possible

(d)   Make use of recycling facilities in all home offices and on site when delivering projects

(e)   Streamline documents that are to be printed so they are shorter

(f)   Develop e-marketing materials wherever possible

2.3   To be **sustainable in relation to travel** we will:

(a)   Walk, cycle or use public transport to carry out Good Vibrations business unless impossible, impractical or prohibitively expensive

(b)   Set up video calls or teleconferences instead of in person meetings, for the majority of our meetings; and keep up with changing best practice in the effective use of remote meetings

(c)   Plan the timing of meetings and projects efficiently to avoid multiple trips if possible

(d)   Continue to support home working for employees, rather than having a head office

2.4   To **reduce energy consumption** we will:

(a)   Purchase energy efficient or second-hand equipment

Switch to LED lights which use 75% less energy than other bulbs
(b)

(c)   Turn heating down in spaces where work, where reasonable to do so

(d)   Switch off monitors and lights when they are not needed or in use

(e)   Encourage team members to use energy suppliers with a good track record for providing clean energy (see the Big Clean Switch website)

(f)   Send fewer emails and less unnecessary emails (see this article)

2.5   To **reduce e-waste**, we will:

(a)   Postpone upgrading electronic items for as long as we can, so long as they are safe and their performance is not affecting or slowing down our charitable work

(b)   Find opportunities for reuse if electrical items are still in good working order or require only minor repairs, e.g. giving them to someone else or another charity that will get value from them, or returning them to the manufacturer if they are broken or unusable

(c)   Use dedicated e-waste recycling facility to dispose of any electronic items when necessary, following our *Privacy and data protection policy and procedures*

2.6   To **influence others** to be sustainable we will:

(a)   Support team-members and participants to undertake voluntary environmental work

(b)   Ask team members to take account of sustainability in advice they give to participants

(c)   Encourage team members to implement these procedures in their lives outside of Good Vibrations

2.7   In relation to **food and drink** we will:

(a)   Predominantly opt to buy vegan, vegetarian, fair-trade and/or organic food and drink for events and meetings

(b)   Re-use canvas bags when purchasing refreshments, rather than using plastic bags

(c)   Compost food waste, wherever possible, e.g. in home offices

(d)   Avoid buying one-off, disposable items, e.g. paper tablecloths and plastic cutlery

(e)   Fight food waste by not buying too much, by getting people to RSVP, and by buying seasonal food

2.8   In relation to **merchandise** we will:

(a)   Only order merchandise if it will serve a good purpose and add value to our work

(b)   Only buy ethical merchandise. More tips are available [here](#).

3.   FINANCIAL SUSTAINABILITY AND KNOWLEDGE MANAGEMENT PROCEDURES

3.1   In relation to **financial sustainability** we will:

(a)   Budget using Full Cost Recovery principles to cover full costs of operations/overheads

(b)   Continue to work to establish a more broad and sustainable blend of income sources

(c)   Plan strategically in relation to political, economic, social, technological, legal and environmental factors through a Risk register, SWOT analysis and Strategic plan

3.2   In relation to sustainable **knowledge management** we will:

(a)   Ensure knowledge is accessible to relevant people, not squirrelled away by one person

(b)   Use Salesforce as a customer relationship management system for employees

(c)   Use Tresorit as a secure shared drive that can be accessed remotely

(d)   Maintain our *Emergency contingency policy*

(e)   Support team members through training, supervision, handbooks, policies, buddy schemes, and facilitator and staff representatives

(f)   Carry out continuity planning through identifying and developing rising stars, and forming relationships with a wide range of practitioners and organisations in the sector

4.   IMPLEMENTING AND REVIEWING

4.1   Normally, this policy will be reviewed every 2 years to check it is robust and accurate. Trustees will be asked to sign off any amendments to the policy.

4.2   Staff, contractors and trustees embarking on work with Good Vibrations are required to read our full range of policies and procedures, giving confirmation that they have read and understood them. They are required to adhere to this policy in their Good Vibrations work.

4.3   Volunteers embarking on work with Good Vibrations are required to read the policies and procedures set out in the *Volunteer handbook*, giving confirmation that they have read and understood them and will adhere to them in their Good Vibrations work.

5. APPENDIX ONE – OUR ACTION PLAN

Top priorities	
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2	Include sustainability in its broadest sense in the risk register and review it at Board meetings. The climate emergency may create new vulnerable groups/new vulnerabilities within existing groups. This may mean new people might benefit from our work or facilitators may need more support dealing with arising vulnerabilities.
3	Find out what our MoJ/NHS/LA/other partners have as sustainability targets/what they are doing around sustainability. Work with Julie's Bicycle – and make use of their resources on sustainability. Ask how we can help them/what we can learn from them. E.g. introduce them to other orgs they can work with like The Orchard Project.
4	
Second tier priorities	
1	Come up with ways to reduce our project transport carbon footprint. Consider: using electric vehicles/eco-friendly ones; helping team travel by public transport/taxis/car sharing; partnering with orgs like Green Tomatoes/Community EV Hubs; seeing if more partners will have gamelan sets on long-term loan; setting up a Cycle to Work Scheme.
2	Have an eco audit done on GV: apply to do a free City Bridge Trust one; and choose between this/CYD Connects/us creating a self-assessment tool out of the UN SDGs.
3	Calculate the carbon footprint of GV and report that in our glossy annual report (but not in the financial data). etc. Show its sense of scale in relation to say x short haul flights. Consider setting a SMART goal for GV to reduce it. Look into offsetting our carbon footprint by paying an ethical (non green washing) organisation such as Ecologi to plant trees for the emissions we have created through our work. Recommend a carbon calculator for people to use, and sit this SMART carbon measurement alongside other budgets.
4	Incorporate sustainability into our induction (on our values, policies etc.) so team members understand their importance/how they should play out in our work.
5	If there are things we do for environmental reasons that make us difficult to fund, or which push up the costs, tell commissioners, policy makers, and funders to help change the system so it becomes more sustainable.
Third tier priorities	
1	Make facilitators aware that with the climate emergency, environmental injustice may come up more in sessions – as a discussion topic/theme to the music. Suggest eco-themes as an idea for facilitator toolkits, but do not force this.
2	Keep sharing participants' voices (on sustainability if wanted) through blogs, and helping them get involved in things they care about through KIT.
Fourth tier priorities	

1	Think how to reduce project paperwork – e.g. make more facilitator feedback online, if possible.
2	Through the annual training plan, check if sustainability is a training need for anyone/ organise training as required. Have a focus on climate and sustainability at our annual strategy days (not the whole day, but deliberately touching base each year).
3	Take a hybrid approach to trustee meetings for people to attend in person or on Zoom, and look at other ways to minimise travel.
4	Re. the disproportionate impact climate crisis is having on Indonesia - partner with an on-the-ground sustainability organisation with a grassroots focus in Indonesia, e.g. Sumatran Orang-utan Society – ask them to record and digest for us facts, voices and stories of what is happening in Indonesia (positive and negative) and this could be a regular feed of information to a) participants, team and supporters - for inspiration and awareness.