



Next review date: 11th April 2019

Statement

Hand Of has a commitment to measure, understand and reduce our impact on the environment. We will do this through an action plan developed by the CEOs and supported by the Board, and will review our progress annually.

Environmental Review

Presently, the following may affect Hand Of's environmental policy:

- Small team of just 2 CEOs, working from home;
- No office space, all work done from home, resulting in there being no control over energy procurement;
- Use of personal equipment including printers;
- Wide geographic spread of projects and staff, resulting in a large amount of travel.

Scope of 2018 Environmental Plan

- To produce a benchmark against which future environmental impact can be measured, and to assess and re-evaluate current practises over a period of time.
- To engage staff and trustees in the topic of environmental impact, and the pursuit of a reduced environmental impact.

Environmental Action Plan

Action	Due date	Led by
Conduct environmental review of the organisation. Areas to cover: <ul style="list-style-type: none">- Waste- Office procurement- Travel and Transport- Finance and IT systems	By end January 2018	CEOs
Waste <ul style="list-style-type: none">- Recycle vigilantly wherever possible, including paper, ink cartridges, etc.	ongoing	CEOs

Action	Due date	Led by
Office procurement - At present, CEOs work from home. Should Hand Of be in a position to procure office space, consider the environmental impacts of the prospective spaces	Should Hand Of move into an office	CEOs
Travel and Transport - Continue home working - Travel by public transport, foot, bike, wherever possible - Reduce car mileage wherever possible - Continue to avoid unnecessary travel through extensive use of Skype, FaceTime, conference calls, and screen sharing	ongoing	CEOs
Finance and IT - Investigate environmental impact of any server-based solution	ongoing	CEOs
Discuss environmental review and recommendations for changes in practice with the Board.	Board meetings 2018	CEOs