

Sustainable Development Policy

NATIONAL WINDRUSH MUSEUM (NWM)

Last updated	July 2022
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INTRODUCTION

This policy applies to all aspects of NWM's work. It will be part of the induction of all new staff/members, volunteers, project partners and other casual workers operating from NWM's offices.

Opportunities and development for all the community

NWM's plan to tackle social exclusion in all its forms. NWM strives to:

- widen participation of the Windrush generation(s)
- collaborate with others to inform, raise standards and meet the needs of Windrush communities.

To achieve these objectives, NWM will:

- undertake continuous research to keep abreast of social changes and respond to them
- form partnerships with other organisations with similar policies and principles
- participate in forums, seminars and conferences

All our staff/members will be encouraged to take part in activities organised by NWM, such as conferences, workshops and training in order to promote capacity building, networking and the exchange of ideas and information.

Environment

The aim of this policy is to create an environmentally friendly office where resources are used with minimal waste. To achieve this, the following principles will be applied:

ICT / Electronic Equipment

- When possible, when purchasing IT/electronic equipment it will be based on environmental performance
- The main purpose of electronic mail is to be used for communications and distribution of documents, thus saving on usage of paper and postage.
- NWM will ensure that staff/members are aware of how to minimise power consumption and that PCs are set to the most energy efficient modes

Printing

- Staff/members should ensure that only essential documents are printed/photocopied. Whenever possible, scrap paper must be used for printing and photocopying and for note taking.
- Ensure photocopier and printers are automatically set to double sided and black and white printing default.
- Encourage staff/members to use only colour printing when necessary.
- Ensure that any external printing is commissioned on recycled paper and labelled as such.
- Ensure all photocopiers; printers and computers etc., are turned off at night, weekends and when not in use.
- Toner/printer cartridges will be sent back to manufacturers for recycling.

Recycling

- When disposing of equipment, all efforts will be made to recycle it if possible and or to dispose of it in an environmentally friendly way.
- There are recycle bins in the office for wastepaper and other materials (glass, tins etc.)
- Non-confidential papers, letters, documents etc., will be kept as scrap paper and used as detailed above.
- Padded envelopes/reusable envelopes and packaging received must be stored and re-used whenever possible

- When ordering stationery, order recycled paper and other products if available (subject to financial restrictions), and place bulk orders to try and cut the number of deliveries.
- NWM office(s) will have recycle bins for different recycling materials, paper, glass, tin etc.

Heating/Lighting

- Heating in the office will not automatically be switched on, but only used when staff feel the need for it.
- NWM will adopt the recommended official CIBSE* temperature settings for sedentary office environments of 19oC for heating in winter.
- NWM will adopt the recommended temperature for hot water of 60oC.
- Ensure wherever practical that radiators are kept free of furniture or other goods.
- Ensure staff are trained to use temperature and timing controls efficiently.
- Ensure that all lights are turned off at the end of the day and lights in the toilets are only turned on when in use.

NWM's policy is to share good practice with its members and associates and to achieve this NWM will encourage them to follow the principles set out in this document and to develop their own environmental policies.

All organisations taking part in the delivery of NWM's programmes will need to comply with Sustainability and Environmental policies and procedures that address environmental issues and work towards reducing carbon footprints.

* CIBSE - **Chartered Institution of Building Services Engineers.**