

# CRIMINAL CASES REVIEW COMMISSION

## ENVIRONMENTAL POLICY

### Policy Statement

The Criminal Cases Review Commission is committed to minimising its impact on the environment wherever possible. The Commission has already improved its practices to achieve this, and will continue to look for ways to improve its environmental procedures.

Ownership of this policy lies with the Commission and responsibility for its implementation with the Director of Administration and HR, who delegates this role to the designated Environmental Officer, currently the HR and Facilities Manager. The Environmental Officer will chair the Environmental Group.

### Environmental Policy Aims

The two broad aims of the Environmental Group and Policy are:

- To conserve resources.
- To reduce pollution.

### Current Environmental Initiatives

The Commission currently reduces its impact on the environment by utilising:

- Recycle bins for non-confidential waste paper
- Recycled paper for draft and internal use
- Confidential waste service that shreds and recycles paper
- Recycling schemes for printer and photocopier toner cartridges
- Documents scanned onto the system, reducing the need for printing to read them
- Stickers by light switches to encourage staff to switch lights off when not needed
- Lights turned off by door locking service if left on
- Fair Trade suppliers for beverages
- Internal and external email, reducing the need for printed letters, memos and faxes
- Video and telephone conferencing facilities, reducing the need for travelling to meetings

### Future Environmental Initiatives

The Environmental Group will encourage Commission staff, where possible, to:

- **Reduce** the amount of waste and pollution produced in the course of carrying out the Commission's business.
- **Re-use** materials and resources wherever possible.
- **Re-cycle** as many materials and resources as possible, where such actions will not cause an adverse effect on the environment.

The Environmental Group will suggest and investigate possible initiatives, seeking the advice of other members of staff where appropriate.

**Members of the Group**

Ideally the group should be made up of 5-6 members in total including both casework and non casework staff. Volunteers need to have prior knowledge of environmental issues and show a keen interest in current issues affecting the office.

Members must be able to commit themselves to the group by allowing 2 hours a quarter for the group meetings and additional time for personal research in order to achieve the group aims and initiatives.