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## 06 Environmental Policy

Version 1 | January 2017

HCV Network Ltd seeks to understand and to minimise its impact on the environment through the ongoing development and implementation of this policy.

We commit to:

1. Continuously identify the environmental risks of our operations and define clear activities to minimise any negative impacts to the environment.
2. Maintain an environmental management system, including staff training, monitoring of implementation and regular review of performance and progress.
3. Regularly review and update our environmental policy and guidance.

Areas of environmental risk:

The following have been identified as the areas where there is a risk our operations might have a negative impact on the environment:

4. 1. Daily office activities/operations
5. 2. Sourcing and procurement
6. 3. Travel (transport and accommodation)
7. 4. Energy use
8. 5. Water pollution and use

## 1 Environmental management guidance

### 1.1 Daily office activities and operations

In the daily operations of HCV Network Ltd we will aim to reduce consumption and minimise waste and, wherever possible, reuse or recycle. We will:

- Monitor, report and regularly review volumes of paper being used;
- Encourage use of reusable products (e.g. lunchboxes, cotton bags, cups);
- Recycle materials and equipment wherever possible including: waste paper, cardboard, glass, plastic, cans, tins, printer cartridges and batteries. Where it is not possible to recycle, items will be disposed of appropriately;
- Actively encourage staff and visitors to use public transport, bicycles or walking.

### 1.2 Responsible sourcing and procurement

HCV Network Ltd will give preference to:

- Suppliers who actively seek to minimise the environmental impacts of their activities;

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- Products that have had a minimum environmental impact and that support the sustainable use of natural resources including locally sourced food, and products certified to the standards of credible multi-stakeholder schemes.

### **1.3 Responsible travel**

- Travel should be organised as far as possible in such a way to minimise international and domestic flights;
- In regions where there is a good rail infrastructure travel by train rather than plane should always be considered and encouraged, even where this is more expensive;
- Emissions of flights must be offset via the service provided by our travel agency;
- When booking hotels, preference should be given to those within the price range complying with international sustainability standards that minimise environmental impacts.

### **1.4 Energy use**

HCV Network Ltd aims to minimise our energy use and avoid any unnecessary or wasteful use of energy.

- Energy efficiency will be considered for all purchases of equipment using electricity;
- Active reduction of energy use by ensuring that unused equipment and lights are switched off will be encouraged;
- Where there is an option, electricity should be purchased from a renewable energy provider.

### **1.5 Water pollution and use**

- Low pollution cleaning products will be used whenever possible.
- Low solvent inks will be used whenever possible for printing HCV Network Ltd stationery and published materials.