

An environmental policy should summarise the organisation's key environmental impacts and its commitment to minimising them. This can include compliance with existing environmental legislation as well as measures that have been and will be taken voluntarily. This should be signed by senior management and made available internally and externally to demonstrate commitment and ensure compliance.

Below is an example layout of how an environmental policy could look with ideas of areas to include:

Section 1

- An introduction to organisation and why it is committed to minimising its environmental impact
- A list of any existing environmental awards/accreditations (e.g. ISO14001, BS8555, Carbon Charter)

Section 2

- A brief summary of the organisation's key environmental impacts (e.g. major uses of energy)
- The organisation's carbon footprint (this can be taken from BEE Anglia Audit Report) over a given time period (normally a year – e.g. 2015/16)

Section 3

- A commitment relative to Section 2 (for example, reduce carbon footprint by X% by a certain time)
- A summary of measures that have already been taken and ongoing practices which reduce the organisation's environmental impact – this could include compliance to legislation as well as voluntary measures/practices

- A summary of planned measures to further reduce the organisation's environmental impacts (the table below is an example of how to ensure these plans are specific, measurable, agreed, realistic and time limited):

Action	Responsible staff member	Target completion date	Checklist	Notes

Section 4

- A statement around how progress against targets will be measured and reviewed
- Information regarding how this fits into existing organisational procedures
- A signature and date from a senior member of staff

