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Third Sector and Community Outreach

Writing a Policy

Document

**Writing a Policy Document**

Your Environmental Policy should be clear, concise, and ideally stick to one page.

Here is a suggested format that you could use:

**Introduction & Purpose**

* State your commitment to sustainability and achieving net zero.
* Align environmental values with your wider organisation’s goals.

**Scope**

* Define which parts of your operations will be included in your policy document.
* Clarify what will be included in your Scope 1, 2, and 3 emission calculations.

**Environmental Objectives & Targets**

* Set SMART goals (e.g., annual carbon reduction, 100% renewable energy by a target date).
* Establish benchmarks for tracking and monitoring your progress.

**Action Plan**

* Outline your key strategies, e.g. energy efficiency, waste reduction, supplier engagement.
* Assign who will be responsible for each stage for greater accountability.
* Identify any funding opportunities that can support you, e.g. grants for solar panels or EV charging stations.

**Employee & Stakeholder Engagement**

* Promote staff participation via training, workshops, and Green Teams.
* Develop an engagement plan for communicating with your suppliers and service users.

**Monitoring & Reporting**

* Define your KPI metrics, e.g., energy use, carbon emissions, waste reduction.
* Schedule the frequency of your reviews and updates.
* Obtain sign-off by your management team.

**Continuous Improvement**

* Commit to ongoing sustainability enhancements and innovation.
* Review and update policies in response to best practices, new processes and changes to legislation.