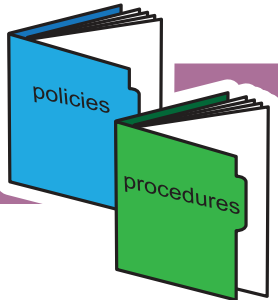


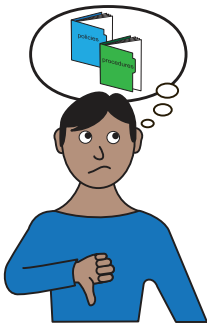


policies and procedures

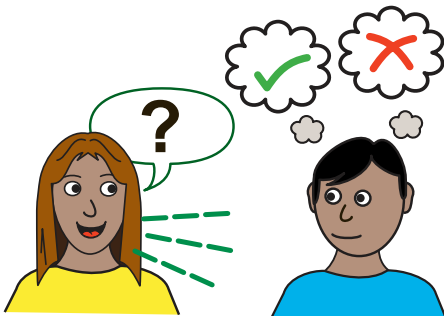


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

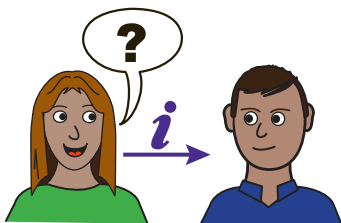


The policies and procedures also tell us what to do if something goes wrong.

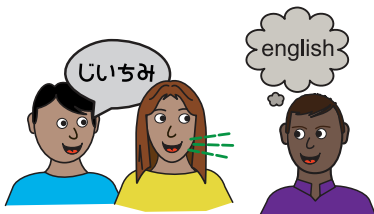


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Environmental Policy

Pyramid is committed to reducing its environmental impact.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.
Clarifications	
Who does this policy / procedure apply to?	Everyone.
Related policies and procedures	
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 18 January 2021.</p>
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>

Pyramid is committed to reducing its environmental impact.

Pyramid will:

- Obey all laws and regulations about protecting the environment
- Think about the environmental impact when making decisions
- Encourage everyone involved in Pyramid to help protect the environment

Supplies and Equipment

- We will only print things if we really need to
- We will try to buy recyclable and environmentally friendly products
- We will see if we can share or rent equipment before buying new
- We will reuse and recycle as much as possible
- We will only use licenced organisations to dispose of waste

Energy and Water

- We will switch off lights and electricals when we're not using them
- We will only use the heating when we really need it
- We will consider the energy efficiency of new products before buying them

Travel and Transport

- We will only travel using vehicles when we really need to
- We will use email and telephone, to reduce the need to travel
- We will use local companies where possible, to reduce our carbon footprint