

ENVIRONMENTAL POLICY

Introduction

Encephalitis International acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems.

We therefore recognise our responsibility to reduce our carbon and environmental footprints and formally commits ourselves to being an environmentally responsible non-profit staff team members in this space.

Scope

This policy applies to employees, trustees, and volunteers, both full time and part time. The policy will be shared with suppliers, potential partners and consultants wherever appropriate to indicate our commitment to environmental action.

Encephalitis International is committed to:

- Maintaining our Carbon Neutral status with Carbon Neutral Britain.
- Monitoring and developing our environmental performance at our team meetings.
- Preventing pollution and reducing our impact on the environment.
- Complying with relevant environmental legislation.

Staff engagement

The team agreed that the role of energy champion was a team role and not just an individual one.

We will promote responsibility for the environment within the organisation and communicate and implement this policy at all levels of our team. We commit to ensuring key members of staff have the time necessary to embed this work into our operations and providing further resource where possible and necessary.

We will include environmental impact on our regular team meetings to discuss any changes that need to be made to our operations. We will support staff wellbeing by considering how we promote positive, action-led messaging about climate breakdown and provide opportunities for them to change the ways they work for Encephalitis International in line with positive climate behaviours.

We will provide space for staff to discuss this issue, including their own concerns and worries about environmental breakdown, through any wider wellbeing programmes in place.

The Leadership Team (LT) will:

- Share its expectation of responsibility for the environment to employees, volunteers and Trustees.
- Demonstrate clear commitment to the environment and lead by example, to ensure that the protection of the environment is promoted to all stakeholders.
- Support team wellbeing and work to combat any concerns by committing to driving action in the organisation and setting a positive example.

The employees of Encephalitis International will:

- Be familiar with all the environmental requirements relevant to their role and responsibilities (see Appendix One), including exploring the carbon footprint and other environmental impact of specific areas of work.
- Take responsibility for their own impact on the environment while in the office or working from home, sharing ideas with other staff members on how to reduce personal impact.

The Board of Trustees will:

- Recognise that climate breakdown is a strategic and systemic risk challenging our ability to meet our objectives in the long term.
- Support the LT and the wider staff team in addressing climate breakdown.

Future Plans & Resources

We recognise that we are on a journey towards improving our impact on the environment and that this policy and actions will be ever-changing. We aim to develop clear actions and targets as we grow as an organisation especially internationally. We will use the following guides and resources to help inspire these changes.

[UK Charity Environmental Sustainability Policy Template](https://www.communityfoundation.org.uk/climate-change/)
www.communityfoundation.org.uk/climate-change/
www.acevo.org.uk/influencing/climate-emergency/climate-principles/

Associated Policies

Supplier Selection Policy
Investment Policy

Approval

This document was approved by the Chief Executive on 22nd July 2025.
Before approving ensure version number is V5 or above.

Document Change Control

Version	Date	Review Date	Changes by	Summary of changes
V1-3	March 2015	March 2016	P.Chapman	Previous version with no change control
V4	Jan 2022	Jan 2025	A.Ellerington	Reviewed and formatted
V5	July 2025	July 2026	P.Chapman	Reviewed and updated including adding an appendix, elements about banking and future plans.

Appendix One – Actions

Carbon Offsetting

Every year, we will calculate our carbon emissions, following the ISO 14064 and GHG Emissions Protocol Accounting Standard. We will then offset these emissions by supporting certified carbon offsetting projects. Thus, we will maintain our status as a carbon neutral organisation.

Recycling

We have joined the local community recycling scheme and currently recycle:

- Cardboard
- Paper
- Ink cartridges
- Plastic bottles
- Glass
- Tin

Travel by Staff, Trustees and Volunteers

Public transport should be used where possible. Train and bus travel is to be preferred over single occupancy car use. Hybrid working is encouraged for office-based staff to reduce the amount of travel impact by commuting.

We should consider the amount of travel necessary for our services to go ahead, encouraging green transportation modes and/or providing remote access to events.

Purchase of Equipment

When purchasing equipment running costs should be considered in addition to purchase cost. Equipment which is turned on all the time like refrigerators can use significant energy over a year. Energy efficient equipment will also be the preferred choice for purchase.

Encephalitis International will purchase eco-friendly and fair-trade products in the office for cleaning and consumption wherever possible.

Encephalitis International currently takes the following actions to be sustainable:

- Using compostable bags for t-shirts.
- Using recyclable pens.
- Using bamboo toilet paper.
- Attempting to be as paperless as possible whilst also remaining accessible to all our service users.
- Stopping selling Christmas cards due to environmental impact of post.

These actions should continue to ensure we are being environmentally friendly and new ideas for sustainability raised at staff meetings.

Energy Use

Encephalitis International aims to minimise energy use and carbon emissions. All equipment not in use should be switched off at the plug.

Computer monitors should be switched off if users are to be away more than 30 minutes and switched off at the plug at the end of the day. (Note: it is incorrect that leaving a computer on uses less energy than switching on and off. Startup surges use the energy of only a few seconds of average running. Switching off prolongs the lifespan of the equipment).

Unnecessary printing wastes paper, ink and energy. Use colour printers only when absolutely necessary. Set printing to double sided wherever possible. Measure paper used each month and aim to make target savings. Use scrap paper when possible.

The photocopier is the highest single energy using piece of office equipment. (Note: we use a digital/laser photocopier). Set printing defaults to double sided wherever possible.

When making drinks, boil only enough water needed for the drink/s you are making.

Low energy light bulbs should be used. (Note: It is not true that it is better to leave fluorescent lights on as starting them requires more energy than if they are left on. Only a few seconds of running power is used in startup). Light fittings should be cleaned regularly to maintain brightness.

Thermostat settings should be maintained around 19c.

Ethical Investments and Banking

Where possible we will choose to bank with organisations that have strong climate conscious operations, we currently bank with

- Charities Aid Foundation
- HSBC
- Co-operative Bank

Our investment policy outlines that all our portfolios must be 100% ethical which has been achieved by both our Investment Managers.