Environmental Policy

Our statement on climate change

The climate crisis greatly impacts the outdoor sector and threatens the livelihood of its existence. With extreme weather conditions such as heatwaves, storms, unseasonal heavy rainfall and cold snaps becoming increasingly more frequent, our artists, producers, and festivals are seeing many performances cancelled and reducing footfalls.

OutdoorArtsUK will be at the forefront of facilitating change to best ensure the survival of the sector.

We understand our responsibility in minimising the negative environmental impact of the organisation's activities, alongside the requirement to help create and communicate the resources, guidance, and best practice required to upskill our members, and the wider outdoor arts sector, to reduce the impact of their events.

This Environmental Policy sets out our commitment through:

The appendix Environmental Procurement on page 12 should be used as a guideline in sourcing materials for the running and upkeep of our activities.

Our Green Code of Conduct

To get our staff and board members to think habitually about Environment Sustainability and to ensure the Environmental Policy and its subsections, we agree to signup to the below Green Code of Conduct:

- The OAUK staff commit to only travelling when required and, where possible, using public transport or low carbon travel. Only when these are not available will staff consider driving or flying. Where it is practically impossible to avoid flying, the team will utilise a carbon offsetting scheme.
- All staff will achieve carbon literacy certifications.
- Any catering at events being vegetarian and/or vegan.
- Using the OAUK donut toolkit to identify advisory areas to improve our environmental and access impact for events that we host.
- Continue to meet essential reporting requirements. OAUK uses Julie's Bicycle Creative Climate Tools.
- To keep up to date with emerging resources and best practice guidelines to share with the membership.
- To follow the principles of Waste Hierarchy with attention to reducing carbon footprint for programme of events in years with comparable activities.
- We will implement an approach that printed material is first and foremost not made available and only become available when we are asked to provide one.
- When hosting events, OAUK will ask attendees questions about travel and advocate for sustainable travel usage where possible, alongside encouraging environmentally friendly behaviour i.e. bring carry cups etc.

Our specific annual targets are outlined in our Investment Principle Plan and the Green Code of Conduct Key Performance Indicator Sheet. The board members and the Management Team of OAUK will monitor progress in quarterly board meetings. Details of the above bullet points are articulated further under the next set of headings.

How we will assess impact

Identifying and understanding the impact of OAUK's business activity is the first step in planning action to reduce any negative environmental outcomes as far as practicable.

OAUK have an office in Euston, managed by Attitude is Everything. The buildings electricity supplier is Smartest Energy, the UK's leading purchaser of independently generated renewable energy. The buildings waste collection services are completed by First Mile,

who share detailed recycling reports with us. Our heating system has now been changed to a Google Nest system which means any central heating can be turned on and off instantly and only when necessary.

Alongside this, the majority of the time, the OAUK team remotely and are looking, where possible, to reduce the use of the office space so that it is only used when in-person meetings are required.

OAUK embraces good practices in the management and reduction of waste materials including recycling procedures, and the prioritisation of digital over paper-based working.

As an organisation that has members nationally and is therefore required to host events across the UK, business travel is a must, and is the biggest contributor to the carbon impact of the organisation. In response to this, OAUK will only travel when necessary, as part of event delivery, such as the national conference, or summer programme. Where possible, unless local to the staff team or as part of already required travel for an event, all other meetings will be conducted online. When travel is required, OAUK staff, board, and partners will seek to use public transport or favour low carbon travel.

Monitoring and Review

Responsibility for monitoring this Environmental Policy lies ultimately with the OAUK Board of Directors. The Policy will be reviewed by the Board of Directors every two years, or whenever there is a significant change in working practices. Our specific annual targets are outlined in our Investment Principle Plan. The board members and the Management Team of OAUK will monitor progress in quarterly board meetings.

Communications and reporting

Inductions for new OAUK staff and Board Members will include reference to this policy and their responsibilities in relation to it, and the documents will be available in full. To meet the requirements of Arts Council England's funding conditions in 2023-26, OAUK will report annually though Julie's Bicycle's Creative Climate Tools in two key areas as follows:

- The administrative function - reporting specifically on energy and water consumption, waste, and recycling.
- A range of in-person events planned across each year - reporting specifically on business travel and accommodation.

1. Meetings and Events Catering Policy

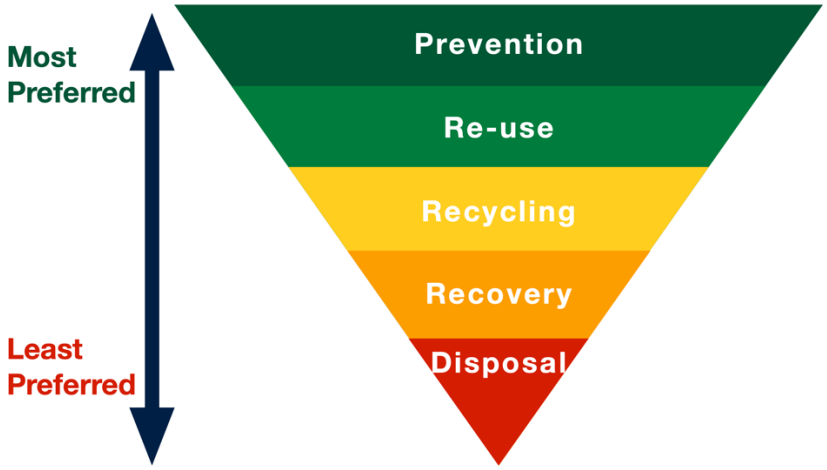
Our principles

- All food provided must be meat-free.
- At least half of main dishes must be vegan
- Whole and minimally processed foods are preferred. We will seek to use low fat non-sweetened dairy products, minimum butter, mayonnaise, salt, sugar, and choose whole grains rather than refined grains

Minimise Waste

- The waste hierarchy must be followed to reduce wasteful consumption and pollution. This also applies to food and drink purchased.
- We provide only the amount of food necessary for the number of attendees at an event or meeting.
- Reduce packaging where possible and seek packaging that is recycled and recyclable.
- Work with caterers to ensure that we do not over order or use garnishes (which are
- often wasted).
- Work with suppliers to ensure that alternatives to single-use plastic can be found, which meet our restrictions.
- Plans should be made for any leftover food, either by giving it away to staff on-site, or
- agreeing with caterers, event staff or a local service or charity, to give food away afterwards.
- Food must never be sent to landfill and must always be reduced, reused, or processed via a designated food bin.

Waste Hierarchy:



2. Single Use Plastic Policy

The impact of plastics, particularly on our oceans, is a fast-growing global issue. Nearly all plastics are made from fossil fuels. Their production contributes to climate change. Plastic never biodegrades in the natural environment, instead it breaks up into tiny 'microplastics', which end up in our oceans. These microplastics attract toxic chemicals, are ingested by wildlife and end up in our food chain. Larger pieces of plastic pose an ingestion hazard to wildlife.

Most plastics are not infinitely recyclable like some other materials, such as glass. They are 'down- cycled' rather than recycled; made into lower grade products which are eventually not recyclable. Globally, only 9% of plastic is recycled. We must seek alternative, natural materials to plastic wherever possible.

Single-use plastics are particularly wasteful and are not acceptable.

Examples of single use plastics:

- Plastic bags
- Plastic bottles
- Paper cups (lined in plastic)
- Disposable plates and cutlery
- Sugar packs
- Moulded plastic cases
- Drinks bottles
- Plastic film
- Bottle caps
- Drinking straws
- Foam peanuts and blocks
- Food containers
- Plastic tableware
- Food packaging e.g. Cling film

Process Hierarchy

To ensure our commitment is met, the following steps should be taken when purchasing any item that contains single-use plastic (in order of preference):

1. Avoid purchasing the item altogether
2. Use a reusable alternative: replace the item with a reusable alternative
3. Use a sustainable alternative from renewable source: replace the item with a sustainable, renewable alternative, e.g. paper products (N.B see the Paper and Print Procurement Policy)

4. Use a sustainable alternative from abundant source: replace the item with an abundant material e.g. glass or metal
5. Use the best available plastic: if you cannot avoid a single-use plastic item due to regulations (such as those relating to food packaging), you should choose (in order of preference):
    - Plastic, which is made from recycled material, and where possible, fully recyclable (ideally at the kerbside for supporter/consumer materials)
    - If recycled plastic is not available, fully recyclable plastic is preferred (meaning it can be recycled easily at home by consumers)
    - Bioplastics are a last resort and preferable to unrecyclable disposable plastics. 'Home compostable' is the preference, but caution must be used:
        - Ensure it is a truly biodegradable alternative made from natural material, not a synthetic plastic containing additives to make it 'degradable' (such as PLA or Oxo-degradable plastics). Even the term 'biodegradable' is sometimes used to describe traditional, petrochemical based plastic which contains additives to make them break down faster.
        - Avoid bioplastic which uses primary crops which could be better used for food or biofuel; look for bioplastic made from by-products rather than crops grown specifically for bioplastic production.
        - Consider how, and whether, the end user can dispose of it correctly (and any labelling that may need to be included on products to help achieve this). Bioplastics cannot be recycled, and not all facilities that process food waste take biodegradable plastics.

When applying the above hierarchy approach, in addition to the material used it is important to consider the whole life-cycle of the alternative you plan to source. Your alternative should represent a better overall environmental option than your original intended product.

Consider:

- Is the product made from recycled content?
- Where is the product made?
- How it is produced (e.g. energy, water, chemicals used etc.)?
- How it is packaged and transported?
- The effect it has during its use?
- What happens to it at the end of its life (e.g. could it be recycled)?

3. Paper and Print Purchasing Policy

Minimising consumption

The waste hierarchy must be followed to ensure that our procurement behaviour is consistent with our mission to reduce wasteful consumption and pollution. This applies to timber and paper products.

Before purchasing or designing materials question:

- What purpose will it serve – could this be achieved digitally?
- Can you reduce the number of pages, physical size or quantity distributed?
- Is the product reusable?

Our communications materials play an important role within our organisation, however, we recognise that they are responsible for our greatest demand on forest products. To minimise unnecessary paper consumption, we will ensure that a distribution plan has been properly considered before deciding on the volumes of printed materials required.

We will also implement an approach where printed material is first and foremost not made available and only become available when we are asked to provide one. We will ensure that our staff, board members and members are made aware of this.

Sourcing responsibly

Timber should never be purchased from or linked to illegal logging operations. To achieve this, only accept FSC-certified timber or timber products with a complete chain of custody in place, and/ or those from verified recycled sources, or a verified mixture of these sources.

Never knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time-bound, stepwise, and transparent manner.
- Protected areas, Parks, or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

To ensure that these goals are achieved, we will scrutinise all suppliers of forest products for all purchases of goods prior to any order being placed. We will also seek precise and verifiable information as to the source of all forest products and evaluate this information against our stated policy.

Procurement Criteria

Paper & Board must be (in order of preference):

- 100% recycled (we prefer recycled material from post-consumer waste), or
- Certified as FSC Recycled, or
- Certified as FSC 100%, or
- Certified as FSC Mix

In addition, all our printed publications and communications materials must be:

- Totally chlorine free (TCF) (it may not be possible to guarantee post-consumer waste material is TCF, however processed chlorine free (PCF) items should be sought where products are made from recycled material)
- Sourced in the UK where possible, or from within Europe

Responsible Production

We will promote environmentally responsible pulp and paper processing that minimizes emissions of pollutants and greenhouse gases by:

- Minimising the release of fossil CO_2 caused by our paper consumption
- Switching to unbleached paper and/ or TCF or PCF bleached paper
- Choosing manufacturers that minimize their COD/ BOD emissions and waste to landfill
- Giving preference to manufacturers that implement third-party verified environmental systems such as ISO-14001 or EMAS and that practice good environmental reporting

Alternative Materials

Additionally, consider the use of paper and board products made from the following non-wood materials, on a case-by-case basis according to available information on key sustainability issues:

- Alternative fibres which are considered agricultural by-products, e.g. bagasse, straw, hemp
- Sustainably produced material such as bamboo fibre
- Other materials made from post-consumer waste, such as cotton rags

Printing

Printing as a process adds further environmental impacts. All print companies producing work (including all our communications and fundraising materials) must:

- Be certified to ISO 14001 or EMAS
- Hold valid FSC Chain of Custody certification
- Use other vegetable-based products in printing wherever available
- Avoid using UV varnish or varnishes containing endocrine disrupting chemicals to coat our printed materials: where coatings are used, they must be water-based
- Not laminate our printed work, as even biodegradable lamination and the adhesives used to apply them can cause recycling problems
- Use binding that does not affect the recyclability of the product

4. Sustainable Travel Policy

Business Travel

We monitor and manage our business travel activities. This helps us focus on the need for travel and its environmental impact. We check air travel CO_2e data monthly and keep records to provide an audit trail of the CO_2e calculations.

The key principles for helping us to reduce our travel emissions:

- Video conferencing has allowed us to significantly cut our carbon footprint from travel and is therefore the preferred alternative to in-person travel. Consider facilitating a video conference before making travel arrangements.
- You should use public transport to all UK destinations wherever possible. Car journeys should be reserved for rural destinations which are difficult to reach via public transport, and where there are mobility requirements.
- Where practically possible, no flights to destinations within Great Britain.
- If travelling to a destination served by Eurostar, you must take the Eurostar train as a return journey where practically possible.
- One-way rail journeys to other countries in Europe that take less than 10 hours, should be made by train at least one way; both ways where possible and it is practically plausible.
- One-way journeys that take less than 6 hours must be completed both ways by train.
- Journey time is counted from first train departure time (such as cross-country/international trains and excludes any local trains or other transportation) or required check-in time where relevant. For example, Eurostar departure to train arrival time at destination. This includes any connection time, but not any overnight stay.

- Flights may only be booked where there is a business critical need to travel or there are other family reasons, and there is sufficient carbon and financial budget available for that trip. The requirements above must also have been followed before travelling via air.
- Routinely, only one OAUK employee should travel to any one meeting, except where there is an overriding business need.
- Consider the environmental costs ahead of the financial costs and take the most sustainable option possible, e.g. book direct trips wherever possible.
- Make the combined travel carbon footprint of attendees the principal consideration when deciding on meeting destinations. Where we are not the organiser of the meeting, try to influence this decision.

Accounting for air travel

Our policy to restrict the amount of carbon we emit from business travel and applies to OAUK Staff, freelancers, and Board Members wherever they are based and regardless of who pays for the flight.

Carbon for a flight will be reported annually via Julie's Bicycle Toolkit and monthly on our internal spreadsheet.

Carbon offsetting is a last resort, and our priority is to reduce the amount we travel as much as possible. We pay to offset our carbon emissions from air, road and rail travel each year using carbon credits certified by The Gold Standard.

Public transport

As a rule, OAUK will use public transport wherever possible. This means:

- We'll minimise CO_2e emissions.
- If you book in advance, you'll often get a good discount.
- Buying standard class tickets.
- You're entitled to book a single berth on the sleeper train to and from Scotland. You can take the morning of your arrival home as time off in lieu to help you recover.

Taxis

Public transport is the preferred means of transport, but we recognise there are occasions when you may need to use a taxi, for safety, security, or mobility reasons for example.

Private car use

If there are circumstances when public transport is not a practical option, you can use your own car for business use. You must check your insurance details cover driving for work and carry out a risk assessment before doing so. We encourage car sharing.

Appendix: Environmental Procurement Guidelines

To minimise the impact of items you purchase, consider whether you really need it. If you do, then make sure you choose the most socially and environmentally sustainable option. Before buying anything, you must find out:

- what the product's made from
- where it's been made
- who it's been made by and how

Socially responsible production and ethical procurement

Ethical procurement respects international standards against criminal conduct (like bribery, corruption, and fraud) and human rights abuse (like modern slavery). If you're sourcing promotional items check that the production factory is a SEDEX member and request a copy of their factory audit reports. Check that these reports, along with any other certifications, are valid and any non-conformities are being addressed sufficiently.
Other schemes to look out for are the Global Social Compliance Programme and Ethical Trading Initiative.

Always ensure that items are produced under International Labour Organization standards.

If the supplier doesn't have any memberships or certifications, ask for a copy of their Ethical Policy, Corporate Social Responsibility Policy, or similar, and check if it includes all the elements in the Ethical Trading Initiative Base Code.

Life-cycle analysis and carbon footprints

Carbon footprints provide a measure of partial life cycle assessment. Caution should be shown in selecting a product with the lowest “carbon footprint” - it may not always represent the most sustainable option in the long-term.

You should always consider the whole lifecycle of the product to assess its environmental impact. Consider:

- What is it made from? (and how is this material extracted/ produced?)
- How is it produced? Energy, water, chemicals used, waste produced etc.
- Where is it produced?
- How is it packaged and transported?
- What impact could it have during its use?
- What happens to it at the end of its life? Impact of processing, final disposal options?

Formal life cycle analysis studies can be found for some products and services online. Look for products with Cradle to Cradle or Circular Economy certification as good examples of reducing the life cycle cost of a product.

Below are some specific things to look out for in the materials that are involved in your procurement.

MATERIAL	POLICY DETAILS	EXPLANATION
Bamboo	Bamboo (in its wooden state) is acceptable. Bamboo (wood) must be FSC certified (or similar credible certification scheme) See 'fabric' section for bamboo material.	Similar to wood, bamboo can be linked to deforestation, habitat destruction, monocropping, and conflicts with indigenous peoples and small communities. **FSC certification** is becoming more common for bamboo products so should be sought. The FSC certification also places requirements on producers to ensure fair pay and working conditions are implemented too.

Banners, flags and signs	✓ Banners, flags, signs and other materials must be designed and produced for reuse. ? Banners, flags and signs must not contain dates, locations, or other details that would inhibit their reuse. Materials used for banners and flags should follow the hierarchy from the 'fabrics' section: • 100% recycled natural fibres • Certified natural fibres • 100% recycled synthetic fibres Virgin synthetic fibres must be avoided and will only be considered on a case-bycase basis. PVC is not accepted in any form. Signs, placards and other events materials must follow the Paper, Timber and Print Policy, and the Single-use Plastics Policy. This means these items must follow this hierarchy: • Made from a sustainable, renewable material (i.e. paper, wood, card) • Made from a sustainable, abundant source (i.e. recycled aluminium or glass) • Made from 100% recycled plastic, recyclable where possible	Banners, flags and signs come at a high environmental cost. They are usually made of synthetic materials (derived from fossil fuels) to make them water and weather proof. These items are also capable of being disposable (as they often contain branding which may change over time) and are rarely recycled. To reduce the environmental and human impacts from banners, flags and signs, ensure that items are natural where possible (i.e. cotton, paper, card), and 100% recycled where natural is not practical. Synthetic materials must be recycled and recyclable to reduce the environmental impact of waste. Dates, locations and specific details should not be included on these materials as this will prevent reuse. For example, a banner containing the words "Earth Hour" is reusable, whereas "Earth Hour 2021" is not. Look out for hidden plastics and PVC. For example, Foamex contains PVC, whereas DISPA board is a strong, card-based alternative with FSC Recycled options. A selection of alternative materials can be found here.

Ceramics	Ceramics and ceramic products are acceptable. Recycled clay and ceramic materials must be chosen where possible. Look for producers who: • Reduce their waste and wastewater • Reduce their emissions and filter hazardous chemicals • Improve their energy efficiency • Have an environmental management system in place Clay extracted from a site designated for its wildlife or conservation value is not permitted. Ceramic glazes containing lead or cadmium are not acceptable. Glazes, dyes, glues and varnishes must not contain hazardous chemicals – see 'chemicals' section.	Ceramic production has significant environmental impacts: • Emissions to air including heavy metals, particulate matter, soot, fluorine, chlorine, organic compounds and oxides. These have potential to contribute to climate change and air pollution. • Wastewater which contains inorganic compounds, heavy metals and polluting chemicals. • Waste such as sludge, broken pieces, used moulds, ashes, packaging, chemicals. • High energy consumption to run kilns and other equipment, including gasses and fuels. • Carbon emissions from high energy use and fossil fuels. To ensure products are sustainable, try to choose a supplier who is taking action to reduce these impacts. If they have a certified environmental management system (ISO 14001 or similar) it is evidence that they are taking action.

Chemicals	✓ Products containing chemicals (i.e. cleaning products, washing liquid etc.) should be EU Ecolabel, Blue Angel or Nordic Swan certified. Look for products that: • Are fragrance-free • Are certified organic (Soil Association or similar) • Have Cradle-to-Cradle (C2C) certification or use recycled materials in their product containers and packaging • Do not contain phthalates, parabens or triclosan • Do not contain palm oil, or if required use RSPO certified palm oil only Products must not be tested on animals, look for those certified by Leaping Bunny or Cruelty Free Chemicals included on the WWF-UK list of hazardous chemicals are not permitted. If the chemical is not included in the WWF-UK Hazardous Chemical List check the online register Substitute it now, and the list of chemicals under the EU's chemical register (REACH). If the chemical is listed on either of these places, please consult with the Environmental Manager before purchasing. Products containing chemicals labelled as hazardous to health or the environment, should be avoided and will be reviewed on a case-by-case basis. Lead, zinc, cadmium compounds, chromium, mercury, nickel, arsenic and vanadium are not permitted.	Chemicals are useful for many purposes but can have significant impacts on human and environmental health when mismanaged. They can cause air, water and soil pollution, create hazardous waste, and result in a range of health impacts from acute to long-term. The best option is to question whether the chemical is necessary in the first place and if so, ensure it meets our policy requirements. Cleaning chemicals can directly impact people exposed to them (via surfaces or via air) as well as place requirements on WWF for proper handling, storage and disposal. WWF should minimise risk by choosing products that are certified to an environmental standard (**EU Ecolabel, Blue Angel, Nordic Swan**). **Fragrance-free** is important to protect the wellbeing of people who have no choice to interact with them (i.e. cleaning chemicals used in our offices). People may have sensitivities or allergies to synthetic or natural fragrances, including those who are pregnant or experiencing multiple chemical sensitivity.

Electrical	Computing equipment must have an EPEAT Gold rating where available. Mobile phones should be TCO certified or EPEAT gold rated. Blue Angel certification is also acceptable. The exception are Fairphones which are preferred as their supply chain is small and fully controlled for sustainability. Accessories such as headsets, yeyboards and mice should be TCO or Blue Angel certified. Look for: • EU Energy label, aiming for equipment that's as efficient as possible (A, or AA+++ for older equipment) • The Energy Star logo • A high score in Greenpeace's Greener Electronics Guide • Solar powered or wind-up products • Fairtrade certified metals such as gold • Refurbished or second-hand equipment and technology • Modular technology that can be repaired and modified Battery powered products, in order of preference: 1. Rechargeable products 2. Rechargeable batteries 3. Li-ion (Lithium-ion) batteries 4. NiMH (Nickel-metal-hydride) and 'low self-discharge NiMH' is preferred	The production of electronics and electrical items involves conflict minerals, the use of toxic chemicals, and has a large carbon footprint as well as often being linked to worker abuse and slavery. WWF must ensure that the risks from any of these impacts are minimised in the products we buy. One way to reduce the impact of an electronic item is buying refurbished or second-hand. There are great options available on the market for refurbished or second-hand technology and this doesn't always have to compromise quality. If purchasing new, look for certified products: **EPEAT** is a registry that evaluates electronics for their effect on the environment. It takes a lifecycle view and ranks products as Gold, Silver or Bronze based on criteria in more than 50 categories – including the reduction/elimination of environmentally sensitive materials, and even the corporate performance of its maker. **TCO** certification is a third-party certification that requires independent, accredited certification around a broad criterion, including requirements for socially responsible manufacturing, environmental issues, and health and safety throughout the entire product lifecycle. **Blue Angel** certification looks at the lifecycle of products as well as energy efficiency and labour standards, recyclability and conflict minerals. However, Blue Angel verification relies on selfmade declarations rather than independent third-party audits and is therefore less preferable to the above.

Fabric	**The order of preference for fabrics:**
	
	1. 100% recycled (post-consumer) natural fibres (cotton, linen, hemp, wool, silk)
	2. Organic-certified (GOTS) and/or Fairtrade natural fibres
	3. Better Cotton Initiative (BCI) certified cotton
	4. OekoTex certified natural fibres (in order of preference)
	    a. Made in Green
	    b. STeP
	    c. Standard 100 Organic
	
	The following will be considered on a caseby-case basis and continue the hierarchy above:
	
	5. 100% recycled man-made fibres
	6. Virgin natural fibres without certification, Lyocell, Tencel, Monocel and bamboo
	7. Leather and vegan leather
	
	Modal, acrylic, polyester, elastane, polyamide and nylon all derive from petrochemicals and are to be avoided. These will only be considered under exceptional circumstances.
	
	Virgin viscose (aka artificial silk), rayon and acetate are to be avoided as they require extensive chemical processing to turn wood pulp into fibres and contribute to deforestation globally.
		Using recycled natural materials saves natural resources and utilises a waste product. Natural fibres biodegrade unlike synthetic microfibres released during washing.
		
		Fairtrade and GOTS are the best standards for natural materials, if you can purchase a product which has both, even better.
		• **GOTS** provides the best environmental protection for crops and the planet. By prohibiting the use of most chemicals this standard improves soil health long-term, restoring natural ecosystems, and benefitting farmers by producing more profitable crops as well as protecting their health and wellbeing by removing hazardous chemicals. It improves social conditions by setting requirements for labour conditions and preserving human rights and prohibits GMOs.
		• **Fairtrade** ensures that farmers receive a fixed minimum price, guaranteed to them to provide income security should climate change impact their crops. Fairtrade provide education and training to farmers as well as protecting human rights. It also imposes strong environmental standards including non-GMO crops, minimising pesticide use and setting water management requirements.
		
		The **BCI** is also an acceptable standard but is less stringent in its approach. It provides advice and guidance for farmers rather than imposing strict rules. Natural and synthetic chemicals and pesticides are permitted, as well as GMO crops, although farmers are educated to improve biodiversity and soil quality.
		
		OekoTex focuses largely on consumer safety and is not as detailed as the above standards. The **Made in Green OekoTex** label demonstrates textiles have been tested for harmful substances and made under sustainable and socially responsible conditions. **STeP** certifies that product has been made under sustainable production conditions.

	Fabrics containing perfluorinated chemicals (PFCs) are not permitted. PFCs, such as PFOA, are used to make fabrics that are both waterproof and breathable, but do not break down in the natural world and eventually enter the food chain, ending up in wildlife and humans, causing health risks. PVC is not accepted.	**Standard 100 Organic** certifies that the product has been tested for harmful substances and is free of GMO fibres. **Recycled man-made fibres** may be considered on a case-by-case basis and should consist of post-consumer recycled fibres - not 'unwanted' leftovers from industry. Recycled fibres may be preferable to virgin synthetic fibres but still contribute to ocean plastic pollution by shedding microplastic fibres during use and washing. Some recycled synthetic materials claim to be made from 'plastic bottles' but have been found to use virgin plastic bottles specifically manufactured for creating fabric, rather than post-consumer recycling. **Bamboo** requires chemical processing to turn wood fibres into fabric. Bamboo rayon has the worst impact on the environment and workers as it requires heavy chemicals and bleaches to be used which pollute waterways, harm the natural environment and cause neural disorders and skin corrosion. Bamboo lyocell uses the lyocell process for manufacturing which uses closed-loop technology and reduces waste, however it still uses solvents to produce fibres. This process is less environmentally harmful than bamboo rayon. The best method of manufacturing bamboo fabric is bamboo linen which is very rare and expensive. This uses mechanical extraction rather than chemicals to extract and spin fibres into yarn. **Leather** has a significant environmental impact due to chemicals used in manufacturing and its link to deforestation. WWF supports the Leather Working Group standard as the best available certification of good environmental performance. Vegetable tanned leather is produced without some harmful substances (chromium), but still causes pollution, and uses the same coatings, dyes etc. as other leather. **Vegan leather** is commonly derived from fossil fuels (plastic) or fruit (pineapple leather), both of which use significant chemical processes to create the leather material. Vegan leathers can consist of harmful plastics such as PVC and coatings of polyurethane as well as being unrecyclable.

Fabric treatments and aftercare	Natural fabrics that are unbleached, undyed and untreated are the preference. **Bleach**: ✓ Oxygen or water-soluble bleaching processes are acceptable ⍰ Chlorinated bleaches are unacceptable **Dyes, in order of preference**: 1. Natural dyes made from herbs, fruit, tea, clay or other natural materials 2. Low impact, synthetic dyes (aka AZOfree dyes) ⍰ Conventional synthetic dyes must be avoided **Inks**: Water-based inks are acceptable for printing on fabric Printed fabrics must be designed for reuse, avoiding dates, locations and other details which may prevent reuse. **Treatments:** ✘ Waterproofing of materials is not accepted ✘ 'Easy care' treatment of fabrics is not accepted **Aftercare:** ✓ Fabrics be washed at should low temperature and dried naturally ⍰ Fabrics requiring dry cleaning are not permitted	Most environmental damage from fabric production comes from fibres being bleached, dyed and treated as these processes involve heavy metals, hazardous chemicals, water and energy consumption, leading to water pollution, waste, carbon emissions and risks to worker health. Choosing natural fibres as close to their raw state as possible (unbleached, untreated, undyed) is better for the planet and people. • **Conventional synthetic dyes** contain hazardous chemicals and heavy metals which leach into wastewater and flow into the environment and drinking water, causing carcinogenic effects and environmental damage. • **AZO-free dyes** don't contain heavy metals and toxic chemicals so have a lower impact on the environment, however they can still cause reactions for people with multiple chemical sensitivity. • **Natural dyes** are the best option, other than not using any dye, although these can achieve a smaller range of colours and permanence. The use of clay dyes can help improve permanence and colour. **Waterproofing** – see description about **PFCs** in 'fabric' above. Fabrics treated to be '**easy care'**, 'crease resistant', 'moth proof' or 'permanent press', have been coated with formaldehyde which can cause acute and long-term health effects as well as environmental impacts if leached via wastewater.

Glass	✓ Glass products must be made from recycled content where possible. ✘ Glazes containing lead or cadmium compounds are not acceptable. ✘ Glazes, dyes, glues and varnishes must not contain hazardous chemicals – see 'chemicals' section.	100% recycled glass is preferable and widely available. Glass production causes significant atmospheric emissions from melting activities, including sulphur dioxide, carbon dioxide and nitrogen oxides which are responsible for climate change, acidification, air pollution and smog.

Metals & minerals	Pewter: only lead-free pewter is acceptable and must have written confirmation about its lead-free status. Silver, gold & semiprecious stones are accepted for long-life products, provided they are mined and processed in an environmentally and socially responsible way. Look for Fairmined certification. Soapstone, sandstone and minerals: volcanic rock, quartz, limestone and sandstone are all accepted in long-life products. Official certificates of origin must be obtained for semi-precious and precious stones. Iron, steel and aluminium must be made from the highest level of recycled content possible. ✘ Aerosols are not permitted – refillable pump action sprays are the accepted alternative. ✘ Minerals must not be mined or excavated from important conservation or wildlife areas. ✘ Lead, zinc, cadmium compounds, chromium, mercury, nickel, arsenic and vanadium are not permitted.	Production of metals can be highly energy intensive; the mining of ores can be extremely environmentally damaging, and the processing often uses highly toxic chemicals. We will consider products that contain metals and minerals depending on the specific metal/ mineral material(s), provided that the product is a long-life product and contains recycled content. Fairmined is a certification for responsible artisanal and small-scale gold mining organisations. Like Fairtrade, Fairmined provides miners with a fair price and a market premium to offer income security, as well as promoting and providing training on reducing environmental and social impacts. The Responsible Jewellery Council provides chain-of-custody certification (similar to FSC) for jewellery and watch producers as well as metal and mineral suppliers. There are several standards for responsible mining - find out what standards the mine/ mining company adheres to. Steel, iron and aluminium have energy intensive and environmentally damaging production and mining processes but are widely recycled and available with recycled content. The highest recycled content should be sought over virgin materials.

Packaging	**The order of preference for packaging:** 1. Packaging-free 2. Reusable packaging 3. Recyclable paper or cardboard 4. Recyclable materials from sustainable sources (i.e. glass, aluminium) 5. Plastic packaging must be avoided. Where plastic is the best alternative material, see 'plastics' section for information. Paper or cardboard must be FSC certified or 100% recycled – see Paper, Timber and Print Policy. Packaging must be recyclable. Packaging must be as minimal as possible for every element (i.e. outer, filling and covers). Suppliers may be asked to collect and recycle or dispose of packaging – supplier take-back schemes. ✘ Plastic packaging must be avoided - see 'plastics' section. ✘ Plastic packaging containing PVC (including PVC blister packs), PVDC, or other chemicals included on WWF's hazardous chemicals list, are not acceptable. ✘ PVC in any form (shrink wrapping or materials) is not acceptable. ✘ Polystyrene (Styrofoam) packaging is not permitted.	Packaging requires extra resources to produce and is often thrown instantly away or recycled. Packaging-free options are better for the environment and the world's resources. This is not easily recyclable, and there are health concerns relating to the toxicity of styrene.

Paper and seed paper	See paper and print policy. Seed paper must be FSC certified or 100% recycled, and seeds should be non-GMO and native UK species. See 'plants and seeds' section for further information.	Seed paper is further down the water hierarchy and many seed papers are unsuccessful at germinating. A preferred alternative would be to provide a packet of seeds (made from recycled or FSC certified paper) with messaging on the packet.

Plastics	See our Single-Use Plastics Policy for more guidance on plastic. ✓ Plastic products must be clearly labelled so the consumer can identify the type of plastic and recycle it responsibly at the end of its life. ✘ Disposable or 'single-use' plastics are not acceptable. Please see our Single-Use Plastics Policy. ✘ PVC or PVDC must not be used. ✘ Brominated Flame Retardants, Bisphenol-A & VOC's (see section on Toxic Chemicals) are not permitted. ✘ Must not contain EDCs (Endocrine Disrupting Chemicals) in product or packaging. ✘ Polycarbonate, or epoxy resins must not be used.	Use caution when purchasing biodegradable plastic - be sure to check the material is a natural, biodegradable material and not simply normal plastic with an additive designed to break it down faster. Check it is truly biodegradable and not just 'degradable'. When there is no alternative to a plastic product then we look for items that are reusable or will have a long life. They should be made from recycled plastic wherever possible and should be recyclable e.g. PET. Bisphenol A is not permitted and is the monomer used to make these polymers (polycarbonate and epoxy resin).

Rubber & Silicone	✓ Latex must be made from natural rubber and FSC certified where possible. ? Silicone must be avoided where possible and natural rubber alternatives sought instead.	Synthetic rubber and silicone are derived from petrochemicals and create air pollution and carbon emissions in the production process. They also do not break down in the natural environment, lasting longer than many plastics, and cannot be recycled.

Toiletries & Cosmetics	✘ Products must not be tested on animals. Look for certification evidence such as Leaping Bunny or Cruelty Free. ✘ Products containing synthetic or natural musk are not acceptable. ✘ Products must not contain hazardous chemicals - see 'chemicals' section. ✘ Must not contain microplastics. Look for products that: • Are fragrance-free, or use essential oils where fragrance is required – see 'essential oils' section • Are certified organic (Soil Association, COSMOS Organic, or similar) • Have recyclable and recycled packaging (see 'packaging' section for more details) • Do not contain phthalates, parabens or triclosan • Do not contain palm oil, or if essential then it must be RSPO certified • Are Fairtrade, WFTO (World Fair Trade Organisation) or Fair for Life certified • Are organically grown primary substances and active ingredients from renewable sources • Do not contain synthetic fragrance or 'naturally derived' ingredients The following chemicals will be treated with extreme caution and considered on a case-by-case basis: dioxin, phosphates, synthetic conserving agents, dyes, emulsifiers, stabilisers, halogenic-organic substances and formaldehyde (found in some foaming products).	Testing on animals conflicts with our conservation of the natural world messaging. If toiletries and cosmetics follow our policy by consisting of natural ingredients, these can be tested on humans without risk, with no need to test on animals. Synthetic musk is not acceptable due to the presence of Endocrine Disrupting Chemicals (EDCs) and other toxins which are harmful to human health and the environment. **Parabens** are linked to hormone disruption, reproductive toxicity, immunotoxicity, neurotoxicity and skin irritation. The EU has placed restrictions on quantities of parabens that can be included in products due to its negative effects. **Triclosan** is classified as a pesticide and can affect the body's hormone systems, especially thyroid hormones, and may disrupt normal breast development. The EU classifies triclosan as irritating to the skin and eyes, and as very toxic to aquatic organisms with risk of long-term damage. **Phthalates** are hormone-disrupting chemicals that are mostly used to make PVC as well as synthetic fragrances. Exposure to phthalates has been linked to breast cancer.

Treatments: glazes, varnishes, dyes, glues, gloss coatings, bleaching & paints	✘ UV varnishes are not acceptable. ✘ Products must not contain hazardous chemicals - see 'chemicals'. ✘ Chlorine based bleaches and dyes are not acceptable - oxygen and water-soluble bleaching processes are acceptable. ✘ Paints and varnishes containing VOCs, solvents and heavy metals (including lead) are not acceptable. ✘ Asbestos-based paints and oil-based paints are not permitted. ✘ Lead, zinc, cadmium compounds, chromium, mercury, nickel, arsenic and vanadium are not permitted. ✘ Solvent-based glues must be avoided. Check for chemicals used as finishing treatments e.g. formaldehyde is used to produce 'easy-care' cotton (see 'chemicals'). Products should be unbleached where possible. Water based paints and varnishes are preferred.	Asbestos-based paints and oil-based paints contain chemicals and heavy metals in trace elements. These are heavy metals which are hazardous to health and cause environmental damage when leached into water and soil. Solvent-based glues release toxic emissions (VOC's) during the production, use and disposal phase. For information on timber treatments and paper coatings refer to the Paper, Print and Timber Procurement Policy.
Vehicles	Electric vehicles are preferred as they are more environmentally friendly from a whole life cycle perspective.	Life-cycle analysis of vehicles Whole-life carbon emissions

Wax	✓ Waxes made from natural sources are acceptable. ⍰ Petroleum based paraffin wax is not acceptable. Beeswax should be 100% natural, not mixed with synthetic wax. Palm oil used in wax must be RSPO (Roundtable on Sustainable Palm Oil) certified. Soybean oil used in wax must be RTRS or ProTerra certified (if not available ask about other certification schemes for soy such as those specified under the FEFAC soy sourcing guidelines).	

FOOD

CATEGORY	REQUIREMENTS	DETAILS
Biscuits	• should be Fairtrade and/or Soil Association Organic where possible. • If buying own-brand supermarket biscuits, check the palm oil scorecard beforehand to see whether that supermarket is sourcing palm oil sustainably.	
Chocolate	• must be Fairtrade and/or Soil Association Organic certified. • Alternatively other Organic certifications are accepted, and Rainforest Alliance accepted when Fairtrade/Organic is not available.	Chocolate is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure chocolate is ethically and responsibly sourced (and certified).

Eggs (including those used or contained within recipes or ingredients)	• must be free range • and preferably Soil Association Organic and/or RSPCA Assured	
Fish and seafood	• Opt for low footprint species like mussels, sardines, mackerel and plant-based seafood like seaweed. • Caught seafood must be at least Marine Stewardship Council (MSC) certified • Farmed seafood should be at least Aquaculture Stewardship Council (ASC) certified where possible. • Seaweed does not need to be ASC certified but checks should be done to ensure the farm is acting sustainably.	**MSC:** the blue MSC logo on fish and shellfish means that the products can be traced back to the fishery, and the fisheries are environmentally better managed. See www.msc.org/ to find certified suppliers. **ASC:** the turquoise ASC logo on farmed fish and shellfish means that the products have been responsibly farmed. See http://www.aschttp://www.asc-aqua.org/aqua.org/ for more information.
Fruit and vegetables	• should be seasonal where it's produced and certified Organic whenever possible. • Bananas must be Fairtrade and/or Organic. • Where applicable, other fruit and vegetables should also be Rainforest Alliance and/or Fairtrade certified. • Look for GM free produce.	

General food rules	• Food should be as healthy as possible; use low fat unsweetened dairy products, minimum butter, mayonnaise, salt and sugar and whole grains rather than refined grains whenever possible. If using the traffic light labels, opt for most green and amber labelled food. Guidelines for nutritional information and traffic light labels found here.	

	• The purchase of ingredients should support local producers/suppliers as much as possible, whilst meeting our other requirements. • Products containing endangered flora or fauna species (according to CITES) are not acceptable. • Look for GM-free food and produce.	
Honey	• Should be Soil Association Organic or Fairtrade • Should be as local as possible • If sourced from a small-scale farmer where Fairtrade or Organic certification isn't available, ensure that it is sourced from a supplier that uses organic gardening methods (no pesticides), and promotes and protects biodiversity and bee welfare.	
Palm oil (food containing)	• must be RSPO (Roundtable on Sustainable Palm Oil), with a strong preference for segregated or identity preserved material.	The UK consumes an average of 1.1 million tonnes of palm oil a year – requiring 1.16 million hectares of land. Nearly 2/3s palm oil imported into the UK is from Indonesia and Malaysia - where producing palm oil has a high risk of causing deforestation and negative social impacts including forced labour and corruption. WWF was a founding member of the RSPO, to ensure sustainable sourcing and production of palm oil globally.

Dairy alternatives (e.g. cheese, yogurts)	• should be unsweetened and at minimum fortified with calcium and B12. If possible, opt for products fortified with iodine and vitamin D as well.	
Meat alternatives	• should contain a source of protein such as beans, pulses, mycoprotein, or eggs, as one or more of the ingredients and should follow recommendations in fat, saturated fat and salt outlined by SafeFood.	
Soy (food containing) This includes direct use of soy e.g. soy oil, plant-based meat alternatives, and where possible indirect use of soy such as that used in animal feed for fish, dairy and egg products i.e. soybean meal	• must be RTRS or ProTerra certified if not available then • other certification schemes for soy such as those specified under the FEFAC soy sourcing guidelines should be sought)	In 2019, only 27% of the soy consumed in the UK was certified as deforestation and conversion-free. The average European consumer 'eats' around 60kg of soy each year - mostly indirectly through the animal products they eat, for example chicken, pork, salmon, cheese, milk and eggs. WWF was a founding member of RTRS to ensure sustainable sourcing and production of soy globally.
Sugar	• must be Fairtrade and/or Soil Association Organic	Sugar is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure it is ethically and responsibly sourced (and certified).

DRINKS

CATEGORY	REQUIREMENTS	DETAILS
Dairy milks	• Must be organic and as local as possible	

Milk alternatives	• should be either oat or soya. Alternative milk must be Soil Association Organic, and soya milk must be RTRS or ProTerra certified. should be unsweetened and at minimum fortified with calcium and B12. If possible, opt for products fortified with iodine and vitamin D as well.	Oat or soya are the preferred milks as they have the lowest overall environmental impact (emissions, water and land management).
Soft drinks	• should contain no added sugar or minimal sugar • should be provided in as minimal packaging as possible. • If smoothies or fruit juice is provided, serving size should not exceed 150ml.	
Tea (including herbal) and coffee	• must be Fairtrade certified and/or Soil Association Organic. • Rainforest Alliance accepted when these are not available.	Coffee is one of the top 5 industries linked to modern slavery and forced labour, therefore we must ensure it is ethically and responsibly sourced (and certified).
Water	• must be tap water; we will not accept or serve bottled water.	

OTHER/PACKAGING

CATEGORY	REQUIREMENTS
Crockery, cutlery, glasses and packaging.	• must be reusable whenever possible
Deliveries	• Orders should be delivered together wherever possible to minimise transportation emissions.

Disposable items	• If disposable items are unavoidable, the SingleUse Plastics Policy must be followed, which stresses the use of natural alternatives such as FSC-certified wooden items before biodegradable/ compostable items made using natural materials (these must not be made from bioplastics).
Napkins	• must be 100% recycled and/ or FSC certified (in line with the Paper, Timber and Print Products Purchasing Policy).
Packaging	• Packaging should be minimised as much as practically possible
Single-use plastics	• must not be used, such as cling film. Other types of packaging should contain recycled material and/ or be recyclable - preferably both.
Wooden items (such as wooden cutlery)	• must be 100% recycled and/ or FSC certified (in line with the Paper and Timber Products Purchasing Policy).

All suppliers and service providers	Preference is shown to companies that have been certified to the following environmental management standards: EMAS and IS014001, and companies that have been set up social and ethical accounting systems in accordance with SA8000 or AA1000. Companies that have an environmental policy and an environmental management system in place and/or produce an annual environmental report, will also be given preference. We prefer organisations which take an active approach to reducing their business carbon emissions and subsequently offset any which are created. Look for service providers who are certified for being carbon neutral or setting carbon reduction targets, e.g. Carbon Neutral, Carbon Reduction Label). Certified B-Corporations are also preferable as B-Corporations must meet high environmental and social standards as well as being open and transparent with their information and activities. Blue Angel is a recognised environmental standard for services. Look for companies that are: • Fair Tax Mark certified • Living Wage Employers • ETI (Ethical Trading Initiative) members • 1% For the Planet members • Social enterprises and charities • Local, small, independent business
Film, TV and advertising	Look for production companies which carry the Albert certification scheme and have actively taken steps to improve the environmental sustainability of their productions. For advertising production, the AdGreen standard must be used to reduce the environmental impact of the production.
Printing companies	See our Paper and Printing Policy