**WYNFM COMMUNITY RADIO INC**

**Environmental Sustainability Policy**

Ratified: 23 November 2022

Review: November 2023

POLICY

WYNFM Community Radio Inc is committed to

. improving our environmental performance across the organisations operations and activities.

. providing a safe and healthy workplace

PROCEDURES

. re-using and recycling materials where feasible

. use of recycling programs for old computer hardware, used toner cartridges and old equipment and furniture,

. Use natural light where possible

. Turn off lights, heating/cooling and equipment eg CD players , when not in use

. Encourage the use of paperless systems, so that information is stored digitally

. Read electronic documents on the screen, rather than printing them

. Consider the environmental impact of travelling to Face-to face meetings, and consider alternating with on-line meetings

. Use electronic forms of communication where appropriate eg mail-outs, newsletters, annual reports

. All Volunteers and stake-holders to be informed about the environmental, health and safety performance of its operations

**Documents relating to this policy**

Health and Safety Policy