

## **Lifelites environmental policy**

We know that the work of Lifelites providing technology for children in hospices, has a positive impact on their short lives. However, we recognise that our activities may have some negative environmental effects and we wish to take steps to minimise these.

### **Technology and electricity**

- We will encourage our staff and hospice partners to be aware of the need to switch off equipment when not in use (e.g. not to leave items on stand-by overnight), to switch off and unplug chargers, etc.
- Wherever practicable, we will opt for supplying peripherals which utilise rechargeable batteries. If this is not possible, we will encourage recycling of batteries.
- In our offices, we will turn off all our equipment and lights when no one is using them and in particular at the end of the day.

### **Travel and transport**

- Wherever practicable and affordable, we will take public transport to carry out our work.
- Where public transport is not used, we will endeavour to ensure that we make the most effective use of other forms of transport, incorporating as many activities as is practicable in those journeys.
- Centralised procurement of the equipment for the hospices represents the most positive method we can use in environmental terms.

### **Maintenance**

- By making use of our service company's (See IT Work) remote diagnostic services, we feel we are maintaining our services in the most environmentally effective manner.

### **Waste and recycling**

- We are following Government directives (WEEE) by making sure that old equipment from hospices is returned to See IT Work and offered to a charity which carries out refurbishment and offers them to other charities.
- We encourage hospices to make the most environmentally friendly use of consumables by printing in draft format where practicable and re-using scrap paper.
- Wherever practicable and cost-effective, we will minimise our mailing activity and use environmentally friendly materials, including bio-degradable and recycled materials.

### **Training and communicating this policy**

We will communicate our environmental policy through the following means:

- Emails to hospice staff and volunteers;
- Our newsletter – electronic and paper;
- Posters – for display in main area of equipment at hospices and in our office;
- Training – as part of the care staff training at hospices;
- Team meetings.

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