

## Energy Efficiency Policy

--- is committed to improving the energy efficiency of the building and reducing carbon usage as much as we possibly can by:

- developing a programme of continual improvement.
- learning about ways to improve energy efficiency, including:
  - seeking advice on best practice in energy efficiency.
  - submitting our efforts to evaluation by independent best practice experts.
  - attending courses and events.
  - visits.
  - internet search.
- being alert to new technological developments which can enhance our energy efficiency.
- raising awareness of all who use the building about energy efficiency by e.g.:
  - leaflets and posters.
  - media releases.
  - guided tours of the building.
  - exhibitions and displays.
  - hosting events on energy efficiency.

We will review practice, progress and effectiveness annually:

- publishing findings in a report on our website providing information on reduction of energy use, changes made and plans for the future.
- sharing our learning with other organisations.
- disseminating good practice.
- appointing a trustee as our energy efficiency champion to be responsible for energy efficiency development, record keeping in order to monitor and evaluate carbon use, analysis of energy use, maintenance of a carbon reduction management file providing evidence, a carbon reduction action plan and regular reporting to the Board.

We will pay particular attention to:

- insulation.
- heating and temperature regulation.
- lighting.
- the possibilities of retrofit.
- water use.
- renewable energy.
- energy efficient behaviour of users of the building such as turning off lights when not in use.
- promoting low carbon travel to and from the building (walk, cycle, public transport, electric vehicle, provision of EV and electric bike charging points, car sharing).
- reducing the amount of waste produced.
- recycling.
- materials used in the building.

## Notes

Consider asking users of the building for suggestions and also feedback on the comfort of the building. This could be associated with handing out leaflets on the policy and achievements so far as part of raising awareness about energy efficiency.

The carbon champion could recruit an advisory group to assist in their tasks