**Help with Writing Policies**

This document will provide you with links to helpful sources for writing and forming policies for your organisation.

Templates for a multitude of policies that you may need can be found here: <https://www.nibusinessinfo.co.uk/content/business-templates-forms-letters-and-policies>

More templates and tips can be found here: <https://uk.indeed.com/career-advice/career-development/company-policy-template>

A very basic sustainability policy or commitment can be found here. You can use this template without measuring your carbon emissions. Make sure you do not commit to achieving net zero (or similar) without measuring your carbon emissions first: <https://www.environmentalpolicy.org.uk/statement.html>

Here is an example of a sustainability policy from The Charity Commission: <https://assets.publishing.service.gov.uk/media/5a7efeca40f0b62305b8479e/Environmental_and_sustainability_policy.pdf>

If you would like to measure your carbon emissions, here are some recommendations for the next step. They will help you to form a plan of what to do to measure your emissions and the steps you need to take:

<https://smeclimatehub.org/>

<https://www.british-business-bank.co.uk/finance-hub/business-guidance/sustainability/how-to-measure-your-carbon-footprint/>

<https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator>