

<u>Approval required from</u>	<u>Name</u>	<u>Date approved</u>
Policy Owner:	Head of Business & IT Services	
Responsible Director:	Director of Finance and Services	
Board approval	Board of Trustees	04/07/2019

**Internal Ref/Version No:**

**1.0**

**Scope: All staff**

## Environmental Policy

### Roles and responsibilities

- Clarifications on the policy content should be sought from the **policy owner**. Any changes required to the policy will be submitted through the policy owner to the **responsible director**, for consideration.
- The **policy owner** is responsible for annual review of the policy.
- Derogations from this policy require the **advance written approval** of the **responsible director**.
- The **responsible director** will seek formal approval of significant changes to this policy from the **Practical Action Board of Trustees** or their delegated representatives.
- **Directors (including Country Directors)** are accountable that this policy is adhered to in their respective countries, areas and units.

### Introduction

Core to all of Practical Action's work is an ambition safeguard the planet today and for the benefit of future generations. Our programmes are designed with the aim of protecting and improving the environment.

We also recognise that our own activities have an impact on the environment and our responsibility to minimise the negative impacts as far as is practicable. We will operate in compliance with all relevant environmental legislation and we will strive to use environmental best practices in all we do.

We believe that an important element of constructively addressing environmental problems is to consider all the elements that contribute to the production of carbon emissions.

### Purpose

To provide strong leadership and consistency of approach across the organisation by becoming energy efficient, reducing our carbon footprint, considering local environmental impacts, minimising the use of plastics and recycling / disposing waste in an environmentally friendly manner.

## Principles and Key Commitments

We will:

- Communicate this policy, implement it at all levels of the organisation and encourage staff to follow best environmental practices in the way we operate
- Identify and promote good environmentally-friendly practices across the organisation.
- Be aware of and comply with all current environmental regulations applicable to the organisation, in each one of the locations where it operates.
- Aim to meet global environmental standards.
- Manage our carbon footprint and will take all reasonable measures to ensure greenhouse gas emissions are kept as low as possible without unduly compromising the ability of the organisation to achieve impact at scale in developing countries.
- Set annual carbon emissions targets for each Country/Regional Office and UK unit taking into consideration the size of the office, expected expenditure and nature of the projects implemented.
- Continually improve and monitor environmental performance and reduce environmental impacts.
- Incorporate environmental factors into our organisational decisions.
- Publish an annual environmental impact report.

## Specific Policies

### *Procurement*

We will endeavour to procure goods and services that are environmentally sourced and are in line with the principles stated in this policy.

- **Energy.**
  - We will aim to select energy suppliers that produce electricity from renewable energy sources where possible.
  - Where practical, ecologically-friendly energy will be used.
  - Energy consumption and efficiency will be taken into account during procurement.
- **Paper.** Wherever possible, we will acquire paper certified as ecologically friendly (e.g. PEFC, FSC or EU Ecolabel). We will not knowingly use paper sourced from any endangered, ancient or virgin forests.
- **Ethical trading.** Where feasible, we will buy goods and services which are derived from sustainable sources and are manufactured and delivered in an environmentally responsible way. We will favour goods that and services having environmentally-friendly certifications where available in the places we operate.
- We will use local labour and materials where available to reduce carbon emissions

### *Plastic and Recycling*

- We will minimise our use of single-use plastics (e.g. disposable water bottles, plastic cups, plates and cutlery).
- We will seek to recycle waste wherever practical.
- Where applicable, appropriate recycle bins and battery recycling point will be made available in our sites.

- We will use only reputable, preferably licensed, organisations to dispose of waste.

### *Transport*

- Minimising carbon emissions, whilst delivering our work effectively, is a positive challenge for all Practical Action staff. We consider this in all areas, with a particular focus on travel which accounts for large proportion of our carbon emissions (75% at the time of writing).
- Practical Action will promote the use of ecologically friendly modes of transport and will make reasonable efforts to provide facilities that enable this (e.g. bicycle sheds, showers and changing rooms).
- Employees should use the form of transport that uses the lowest carbon unless there are safety and security concerns or this adds unreasonably to the cost or length of the journey.
- We will encourage lift-share, carpooling and the use of public transport except where this poses safety or security risks.

*Safety and security considerations should always take precedence where these conflict with this policy.*

### *Efficiency*

- Cost-effective investment in solutions that reduce carbon emissions are encouraged.
- We will minimise amount of paper use in the office, by reducing the amount of printing and photocopying, using double sided printing and using electronic forms and documents wherever practical.
- We will ensure that all equipment is in good working order and properly serviced so it can perform efficiently.
- We will use cleaning materials that are as environmentally friendly as possible.
- Alternative means of communication like video conferencing, Skype, or telephony will be provided or enhanced. Staff should communicate and meet virtually to improve collaboration and only use air travel to supplement this when the work demands it.

### *Operations*

- Environmental Impact will be considered when deciding to apply for funding for a project. In this case, approvals will be required as part of the process.
- For projects having activities that may pose some risk to the environment, their potential environmental impact will be considered at design stage, monitored periodically during implementation and assessed after finalisation.
- Project activities are to be designed to minimise carbon emissions whilst ensuring effective delivery.
- We will aim to measure the positive impact produced by project activities that reduce carbon emissions and include this information in an annual Environmental Impact report.
- We will produce annual reports of carbon emissions and carbon intensity (carbon emissions – expenditure ratio) per Country Office. These reports will be assessed and will be used to set targets and trigger actions that will contribute towards our overall mission of improving our environmental performance.
- Periodic evaluations will be carried out to assess actual vs target emissions and to take actions if required.