

Environmental Policy

Date March 2019

Version 5.0

1 Documentation and approvals

1.1 Revision history

This document is subject to revision control. The master electronic copy can be found at Sharepoint

Version	Revision date	Summary of changes	Author
V3.1	November 2018	Revision following staff Consultation (Nov 2016 – Dec 2017)	Shuja Mohabatzath
V4.0	March 2019	Following discussion with Ops Management Team (Feb 2018)	Simon Fletcher
V5.0	March 2019	Following discussion with and input from PMG (March 2018)	Simon Fletcher

1.2 Approvals

The document requires the following approvals:

Name	Signature	Position	Date approved	Version
Ops Management			March 2019	
PMG			March 2019	

1.3 Distribution

This document has been distributed to:

Distribution list	Date of issue	No. of copies
All ClientEarth staff		n/a
[Published on Public Website]		
Published on SharePoint in Policies Library		
Inclusion in Trustee Report (extract)		

2 Scope

ClientEarth works in Europe and beyond, protecting the environment by bringing together law, science and policy to create practical solutions to key environmental challenges. We hold governments and corporations to account in order to ensure a healthy future for the planet and we must hold ourselves to those same standards.

As such, we are dedicated to reducing the organisation's impact on the environment by making conscious choices in the operations and all of our programmatic activities.

This document sets out ClientEarth's commitment and principles for managing its operations and programmatic activities in ways that are environmentally sustainable, economically feasible and socially responsible. This is consistent with the organisation's mission and aims.

This policy statement applies to all staff and activities within the control of ClientEarth.

The principles set out in this policy will inform other specific policies such as the Expenses Policy, Safety & Security Policy, Due Diligence Policy and Procurement Policy.

ClientEarth will set environmental targets and will take actions to monitor the performance against those targets.

We encourage all staff to follow these same principles at home as well as in the workplace.

3 Organisation Commitment

ClientEarth is committed to reducing energy consumption and reduce waste by encouraging staff to adopt sustainable practices and behaviours in the office. At the same time, we must demonstrate that, where relevant, environmental issues are considered fundamental when making decisions, planning and developing policy, programmes and projects.

This policy will be subject to periodic review.

The Head of Operations will be the organisation's lead sustainability officer and will be responsible for the day-to-day monitoring and management of the policy, including integrating this policy into ClientEarth's other policies and into its decision-making processes, such as travel approval. The Head of Operations will also work with each ClientEarth office on local implementation of this policy.

Overarching Principle: Our actions will be aligned to our mission and programmatic aims

As an organisation we will act in a way that reinforces and enhances our programmatic work.

Accordingly, **we will take all necessary steps to avoid or limit:**

- Unnecessary or wasteful use of energy

- Taking diesel transport in towns and cities, where possible
- Procuring energy from coal plants, where possible
- Having investments including pension providers with connections to carbon or polluting industries
- Using any harmful chemicals
- Using any single use plastics
- Procuring consumable products and services which are not from sustainable supply chains
- Undertaking any travel that is unnecessary to carry out our work

Principle: 1. Travel Commitments

- Reducing the environmental impact of all business related¹ travel.
- Minimising the necessity for business travel through the use of flexible work arrangements and telephone, video or web conferencing facilities, email or other technologies.
- Combining the requirements for business travel in order to reduce the overall impact on the environment.
- Promoting healthy travel options such as cycling and walking, whilst also acknowledging our commitment to managing the risks that our staff face when travelling for work.
- Choosing the most sustainable means of transport, while balancing expense, productivity, time-saving, the environmental impacts including carbon emissions and pollution and the social impacts of travel, such as work-life balance.

Principle: 2. Facilities Commitments

Recycling and Reusing

- Reducing the amount of waste produced to minimise the organisation's negative impact on the environment.
- Encouraging recycling and reusing as much waste and unwanted items as possible especially paper, office stationery and equipment.
- Refurbishing IT and other office equipment.

¹ Business travel being travel done in the course of work other than daily commuting between home and normal workplace.

- Encouraging the use of technology efficiently in order to use paper more efficiently, reducing the amount of paper produced and reducing the amount of incoming mail we receive, and using of electronic media over paper subscriptions.

Regulations

- Meeting and where possible exceeding the requirements of all relevant, current and foreseen statutory regulations (including the Environmental Information Regulations), codes of practice and other requirements that we adopt.
- Specifying that contractors comply with the same regulations when working on our premises

Premises/Facilities

- Ensuring, where possible, either through our own actions or by negotiation with any landlord, that buildings occupied by us are designed, constructed and operated to optimise their environmental performance.
- Minimising chemicals use and emissions outdoors and indoors (in and around our premises)
- Requiring the use of non-disposable products in our kitchen or bathrooms in each of our offices (including use of ceramic cups, steel cutlery and hand towels)

Principle: 3. Suppliers commitments

Procurement

- Selecting only those suppliers and service providers that practice sustainability and conservation of the environment, where possible. Including the use of strict environmental and sustainability criteria when selecting products and services.
- Sourcing supplies and services locally when possible to reduce delivery and transportation and choosing products from sustainable sources.
- Investigating and using environmental and sustainable banks and financial services, where possible.

Resources

- Conserving energy, water, paper and other resources, particularly those which are scarce or non-renewable, while still providing a safe and comfortable working environment.
- Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are economical and suitable.

- Ensuring that any products used or derived from wildlife, such as timber and plants, are from sustainable sources and comply with European Union and international trade rules such as CITES (the Convention on International Trade in Endangered Species).
- Preventing pollution from the use of any resources we manage.

Principle: 4. Communication

- Providing information to all employees about the environmental policy, including new starters as part of our induction processes.
- Publishing our policy to all interested parties (including on our website and in our annual trustee report).
- Reporting on environmental targets (where targets are set) on an annual basis.
- Using our influence to encourage our partners, service providers, donors and other stakeholders to take action on environmental sustainability issues.
- Responding appropriately to reasonable external requests for environment information.