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## **CIVICUS: World Alliance for Citizen Participation ENVIRONMENTAL POLICY**

### **1. Introduction and aim**

**CIVICUS: World Alliance for Citizen Participation** (hereinafter “CIVICUS”) recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact, and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage partners and members to do the same.

### **2. Responsibility**

CIVICUS Management, under the leadership of Secretary General Lysa John Berna, is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility within their cluster and area to ensure that the aims and objectives of the policy are met.

### **3. Objectives**

During the period of 2019-20, we aim to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

### **4. Targets**

To achieve these aims, we commit ourselves to the following:

#### **Paper**

- We will minimise the use of paper in the office as much as possible by utilizing digital and electronic processes to eliminate unnecessary wastage.
- We will reuse and recycle all paper where possible.

#### **Energy and Water**

- We will seek to reduce the amount of energy used as much as possible.
- Lights, the air conditioning system and electrical equipment have been optimised to switch off when not in use where possible; further possibilities in this regard will be monitored on an ongoing basis.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

- Facilities will be maintained to such fashion as to prevent unnecessary wastage through disrepair and/or negligence.

#### **Office Supplies**

- We will evaluate if the need can be met in another way before purchasing any new equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly, efficient and locally manufactured products wherever possible.
- We will reuse and recycle everything we are able to.

#### **Transportation**

- We will promote the use of meeting alternatives such as e-mail or video/online/phone conferencing where possible.
- Where possible staff attendance at events and convenings should be limited, or local partners encouraged to attend in their stead if appropriate.
- All staff and consultants working on behalf of CIVICUS are strongly recommended to make use of shared transportation where possible.
- Where such infrastructure exists, staff are encouraged to favour trains over flights.

#### **Maintenance and Cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

#### **Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will work with partners and sub-grantees where possible to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

### **5. Monitoring and auditing**

Progress against these objectives will be monitored through a number of mediums including:

- Annual management review of this environmental policy and any associated environmental procedures.
- Regular internal audits of environmental procedures.
- Monthly staff meetings.
- Review and staff input at quarterly staff meeting.

This environmental policy is available on SharePoint. All members of staff will receive an Induction on the environmental responsibilities of their role, and will be informed of any updates or revisions via e-mail or staff meetings.

For any issues related to Environmental Policy linked to this organisation please contact:

#### **Signed:**

Name: Claire Nylander  
 Position: Chief Operating Officer  
 For: CIVICUS: World Alliance for Citizen Participation  
 Date: 1 June 2019