

# POLICY TEMPLATE

# Environmental Sustainability

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| ***Preface:*** This policy template has been developed as a tool to assist signatory organisations to develop policy to meet their obligations relating to **Principle B.1.6. and D.2.5.** of the CID Code of Conduct.  Signatory organisations should ensure that any policy that is developed reflects its own organisation’s philosophies and principles. The examples contained within this tool are only provided as prompts for signatory organisations to develop a more nuanced policy that best reflects their own approach and practices.  It should also be noted that the policy format is provided as an *example* and that this format is not required to meet CID Code of Conduct obligations. Signatory organisations may submit a policy in a format that is most appropriate to their own organisation. |

Title of the Policy Document

[The title should make clear the intent of the policy.]

***Example:***

*[ORGANISATION]* Environmental Sustainability Policy

This policy will be reviewed triennially, and details recorded as below.

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author/s** | **Approved by** | **Review Date** | **Comments** |
| V1 | July 2018 | First Name, Last Name, Role. | Board & EMT | July 2021 |  |
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1. Purpose & Objective

[*The organisation should briefly outline their mission statement and highlight their core values that are in alignment with environmental sustainability. This section should also aim to highlight the vision of the company, in the context of environmental sustainability.*

*It is usual for the governing board of an organisation to adopt a policy by resolution and to make effective implementation of a policy a key performance requirement of its CEO. If this is the case the introduction could also make this clear.*]

***Example:***

The mission of [ORGANISATION] is to support the development of local communities [or specific organisational mandate]. One of our core values is concern for sustainability and the relationship with the environment. This aligns with our environmental sustainability vision of being committed to making positive impact through outstanding environmental sustainability performance.

The objectives of this policy are to:

***Examples:***

* Ensure that the environment is being protected;
* Ensure that all people associated with *[ORGANISATION]*, including its board members, staff, volunteers, interns and representatives understand and share our commitment to this principle;
* Ensure that [ORGANISATION] aid and development activities are conducted in a way that is consistent with traditional beliefs and practises, and reflects local understandings of stewardship (including kaitiakitanga) in relation to the environment;
* Create an open and aware environment where all people can work sustainably..’

Guiding Principles

[*The guiding principles of an organisation are the underlying philosophical principles on which the policy is based. This statement expands on the organisations commitment to operating under environmentally sustainable practices, as required by the code: Signatory organisations are committed to conducting their aid and development activities in an environmentally sustainable manner, and to actively work to reduce the environmental impacts of their domestic and in country operations.*]

***Example:***

*[ORGANISATION]* has adopted the following principles for our environmental sustainability policy. Board members, staff, volunteers, interns and representatives must adhere to the following principles:

***Examples:***

Principle 1: **Protection**.   
We will aim to protect the natural environment by reducing our direct environmental impact of our operations.

Principle 2: **Engagement**.

Our goal is to maximise the wider positive impact of [ORGANISATION’S] environmental sustainability actions at local, national and international level through communication, collaboration and partnership. 

Principle 3: **Culture.**  
We are also committed to creating a culture where the members of our organisation are engaged, empowered and supported in improving their personal and collective environmental sustainability practice.

Principle 4: **Continuous improvement.**

[ORGANISATION] aims to continually improve our environmental standards and to adopt new practices where necessary to align with this.

Priority areas

[*This area will provide direction for the outcomes of the policy and is in alignment with the values and goals of the code*.]

***Example:***

**Promoting** cultural perspectives on promoting environmental sustainability

* Conducting activities in an environmentally sustainable manner that reflects local understandings of kaitiakitanga/stewardship in relation to the environment.

**Reducing** carbon emissions

* To reduce the environmental impacts of operations through the use of energy efficient systems and technologies.

**Conserving** natural resources

* For organisations to obtain raw materials from sustainable and ethical sources.

Scope

[*This section will provide scope for the policy. A policy should apply to the signatory organisation and its associates.*]

***Example:***

This policy is intended to apply to all *[ORGANISATION]* activities. This policy is applicable to all *[ORGANISATION] personnel*. This policy also extends to *[ORGANISATION]* partners and associates.

Definitions

[*This section will provide definitions relevant to the policy which may assist with engagement.*]

***Example:***

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

**Environment** relates to ecosystems and their constituent parts, including;

* (a) People and communities; and
* (b) All natural and physical resources; and
* (c) Amenity values; and
* (d) The social, economic, aesthetic, and cultural conditions (including our organisations policy) which affect or are affected by the matters stated in paragraphs (a) to (c) of this definition.

**Sustainability** integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long-term as well as short-term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

**Environmental footprint** is the impact of an organisation in environmental terms such as resource use, waste generation and physical environmental changes.

**Kaitiakitanga** is the exercise of guardianship by the tangata whenua of an area in accordance with tikanga Māori in relation to natural and physical resources; and includes the ethic of stewardship

Strategy

[*This section of the policy outlines the different areas of sustainability that organisations should aim to incorporate. This identifies the targets, key performance indicators, key implementation mechanisms, and supporting policies and plans that are relevant to each topic.*]

[ORGANISATION} will ensure that:

* program staff and local counterparts understand and support environmental protection and biodiversity conservation principles and practices and seek environmental expertise when required.
* environmental issues and potential impacts (both positive and negative) will be considered when designing and implementing all program activities (*initial environment assessment*). This will be achieved by answering environmental maker questions as required and developing appropriate environmental management plans.
* the reduction of environmental inpact on domestic and in-country operations including the use of energy efficient systems and technologies.
* our monitoring and reporting activities include environment outcomes through appropriate activity designs that include environmental performance indicators and reporting mechanisms to ensure all environment-related information is collected, analysed and reported.

*Examples of areas of organisations work where environmental sustainability action will incur include:*

* Energy and carbon management
* Water management
* Biodiversity and ecosystems
* Waste management
* Sustainable procurement
* Travel
* Partnership and engagement

Potential targets, key performance indicators and potential supporting policy framework documents is attached as Appendix 1

**Appendix 1 – examples of Environment Targets & Key Performance indicators**

*This section will outline how the targets, key performance indicators and supporting policies and plans for this area of sustainability.*

**Energy & Carbon Management**

* Targets
  + To reduce energy use in buildings;
  + Reduce carbon dioxide emissions arising from our fleet, buildings and staff and student commuting;
  + Through the procurement process, we will reduce the environmental impact of our electricity supply by selecting low carbon or renewable tariffs.
* Key Performance Indicators
  + Carbon emissions from energy use (tonnes)
  + Carbon emissions from water use (tonnes)
  + Carbon emissions from energy use per staff member (tonnes/FTE)
  + Carbon emissions from water use per staff member (tonnes/FTE)
  + Percentage of energy generated from onsite renewable or low carbon sources (%)

**Water Management**

* Targets
  + To reduce waste water consumption
  + To use sustainable methods in collecting water (installation of tanks to collect rainwater)
* Key Performance Indicators
  + Total water consumption
  + Total water consumption per staff member

**Biodiversity & Ecosystems**

* Targets
  + No construction, refurbishment, or maintenance work to be done on land owned by the organisation will be undertaken if it will impact on biodiversity;
  + To take positive action to conserve and enhance biodiversity on sites that the organisation owns, where local conditions allow;
  + To develop and promote opportunities for the understanding and enjoyment of the external environment of the organisation;
* Key Performance Indicators
  + Percentage of new buildings and major refurbishments confirmed as having no net negative impact on biodiversity
  + Increases to or maintenance of the biodiversity within the organisations external environment