



Environment Policy & Procedure

Owner	Head of Central Services, Environment Working Group
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Policy Approved by Board	September 2020
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POLICY

It is vital that richer countries take the lead in cutting their emissions and supporting developing countries to develop on a low-carbon path. Despite doing least to cause the problem of climate change, it is poor communities that are most vulnerable to the devastating impacts of floods, droughts and storms. We therefore recognise the need to reduce and minimise our own greenhouse gas emissions. This policy outlines SCIAF's approach to reducing its environmental impact.

This is in line with the Caritas Internationalis Management Standards on Environmental Ethics, which calls on organisations to ensure that natural resources are used wisely, waste is minimised and projects are environmentally friendly.

Sustainable Procurement

When procuring items, staff members must follow the principle of 'sustainable procurement'. Following this principle requires consideration of both environmental and social factors when making a purchasing decision, with the aim of minimizing the negative environmental and social impacts.

Considering of environmental and social factors can come through reflection on such questions as:

- Is the product made in part or wholly from recycled material?
- Was the product made in the UK?
- Is the product made from a material that can be recycled after use?
- How energy and water efficient is the purchase?
- Can I avoid excessive packaging?
- Is the product easy to dismantle (separating materials is essential for successful recycling)?
- What are the disposal costs likely to be for the product?
- Is there any alternative, ethically certified version of this product?

SCIAF recognises this may mean the cheapest option is not suitable.

To keep our carbon footprint to a minimum, travelling within the UK should be made by public transport

Air travel within the UK (other than connecting flights for international travel) can only be booked with prior approval from the Director.

PROCEDURE

Examples of Sustainable Procurement:

- **Catering:** SCIAF has a vegetarian-only policy when catering for events. Recycled paper plates or reusable crockery is used and plastic cups and cutlery are avoided.
- **Cleaning Products:** SCIAF uses environmentally friendly cleaning products and refills.
- **Printing:** Our two copy/printers have recycling ink tubes, and non-toxic printer ink
- **Publications:** SCIAF publications are printed by companies with environmental policies, using recycled paper and avoiding harsh chemicals where possible.
- **Stationary:** Where possible, SCIAF purchase only recycled paper, including envelopes, headed paper and business cards.
- **Utilities:** Our electricity is contracted as 100% renewable generation. The office is heated by air source heat pump, and uses no gas, so has a zero carbon operating footprint.
- **White goods:** All white goods have the highest energy efficient rating possible.

Other purchases should be evaluated in line with the principle of sustainable procurement, taking into account the worked examples above.

Travel

To keep our carbon footprint to a minimum, travelling within the UK should be made by public transport. Taxi or private car may be appropriate, however, for reasons of personal safety or ability; if carriage of bulky/heavy items is required for the trip; or where the time/cost penalty for using public transport is disproportionate. The reason for this choice should be noted on the expenses claim form.

Air travel within the UK (other than connecting flights for international travel) can only be booked with prior approval from the Director.

In order to obtain authorization for travel abroad, staff must produce a clear business case for why their trip is necessary using the Travel Authorisation Form (TAF). This includes considerations of the most efficient use of air travel, combining trip purposes whenever possible.

Our office has good quality video-conferencing equipment and a high-speed internet connection; staff are encouraged to consider using this instead of air travel.

SCIAF has a cycle to work scheme, which is open to all staff. Details are available at:

<http://www.cyclescheme.co.uk/employers/employer-faqs>.

Waste Management and Recycling

Recycling facilities (paper, cardboard, plastic bottles) are available throughout the building. Staff training sessions are delivered to clarify what can and cannot be recycled. Food waste, glass, and tins are collected for recycling in the kitchen only. Large waste items (e.g. furniture, white goods) are donated or sold where possible to avoid landfill. Electronic equipment is passed on to businesses which repurpose whenever possible, and recycle when not, after stringent data-cleaning.

Carbon Footprint

SCIAF analysed its carbon footprint using the UK Government conversion criteria¹ in 2012 and again in 2018. Air Travel and building energy use comprised about 95% of the footprint calculated each time, and therefore we will only monitor these components on a regular basis.

2018 Baseline is 135 Tonnes for flights and 24 Tonnes for building energy.

Carbon Footprint Progress – updated November 2019

- The saving from staff who have switched from car to train because of the new office. We have 8 staff members commuting to work daily from home (over 45 weeks in the year; save holidays, working from home days and trips etc); travelling in an average size petrol car. This comes to 64,980 miles. By car 20.11 Tonnes of CO₂, by train 3.9T – a saving of 16.2T per year
- Sale of Park Circus and move to an all-electric office with a 100% zero-carbon electricity contract. Office running carbon reduced from 24T to 0T.

¹ <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2017>