

# Environmental Policy

<b>Creation/Revision date:</b>	July 2021
<b>Approved by:</b>	Board of Trustees
<b>Date of Approval:</b>	08 July 2021
<b>Next Review date:</b>	31 <sup>st</sup> Dec 2022
<b>Policy Owner:</b>	Chief Executive

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## 1. Purpose

### **Mission statement/Statement of Commitment**

We pride ourselves on our integrity. We aim to live out our values, and we are committed to our vision, our mission, to the people we work with, and to our staff and network (**INTRAC Core Value 5**). Our work aims to support change for civil society by helping people to take ownership and responsibility for addressing their own challenges (**INTRAC Core Value 1**). We emphasise collaboration and believe that sustainable solutions require changes in wider systems and structures. No single stakeholder can do this alone (**INTRAC Core Value 3**).

Achieving sustainable and inclusive development and tackling climate change are the two most critical challenges facing us today. They are inextricably linked because climate change impacts most heavily on poor and vulnerable people. It will set back development gains made in the past and influence those of the future. So, while INTRACs work aims to strengthen the role of civil society in development, we must also recognise that our actions in carrying this out, both as individuals and as an organisation, is also contributing to the environmental impact that will affect the successful achievement of this.

Therefore, INTRAC recognises that we have a responsibility to our stakeholders and to the environment that goes beyond any legal or regulatory requirements. This document sets out our commitment to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. Through our actions, we aim to be a positive role model that will encourage those we work with to reflect on their own practice

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## 2. Scope

All staff, trustees and associates have a responsibility to ensure that the implementation of the aims and objectives of this policy are met. The Chief Executive has overall responsibility for the delivery of

this environmental policy, with the support of the Senior Management Team who will ensure the policy is operationalised.

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### 3. Policy statement

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Regularly monitor our environmental performance and publish this performance on an annual basis.
- Continually look for ways to reduce our carbon footprint and minimise our environmental impacts.
- Prioritise and incorporate environmental factors into business decisions and actions.
- Increase awareness of our environmental responsibilities among staff, trustees, associates, suppliers and partners.

#### a. Travel

Business related travel represents INTRACs single largest source of carbon emissions, particularly flying. At the time of drafting this policy (V1.0) Covid-19 has brought about significant changes in the way we work that have reduced the amount we fly, and travel to and from the office. This experience has demonstrated what it is possible to achieve through remote working. As the options for work-related travel open up again, we must make greater efforts to learn from this experience in order to give serious consideration to whether there are other ways in which we can communicate with, and meet, our clients and partners in order to limit travel to only what is necessary to achieve a successful outcome. We will also encourage staff and visitors to use modes of transport for travelling to and from the office that minimise environmental impact. In summary:

- We will actively seek out ways to reduce travel wherever possible. This will include work related travel, but also options for staff to work more flexibly (e.g. 'home working').
- We will promote the use of travel alternatives such as e-mail, online or video/phone conferencing.
- Where travel is necessary, we will encourage the use of more sustainable modes of transport where these are available (e.g. travelling by train in preference to flying).
- We will make additional efforts to accommodate the needs of those using public transport or bicycles, and raise awareness of INTRACs bike scheme for staff.
- We will encourage staff to use more sustainable modes of transport where ever possible.

As part of operationalising this policy, we will systematically collect travel-related emissions data from mileage claims and travel bookings, as part of our monitoring process, and use this information to raise awareness of our performance.

#### b. INTRAC Office

INTRAC recognises the need to maintain high standards of operation and housekeeping in relation to our office in Oxford in order to reduce our environmental impact. This includes:

### **Paper**

- We will learn from our experience of adopting paperless administration during Covid-19 to minimise the use of paper in the office.
- We will buy recycled and recyclable paper products.
- We will reuse and recycle all paper wherever possible.

### **Energy and water**

- We will seek to reduce the amount of energy used as much as possible.
- We will use green utility suppliers wherever possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.
- We will review our IT systems and infrastructure to identify opportunities to reduce energy consumption and environmental impact.

### **Office supplies**

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new electrical products we intend to purchase wherever possible.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.
- We will source office supplies from suppliers with high environmental and ethical standards and give preference to local suppliers, where possible.

### **Waste management**

- We will provide separate bins in the office to encourage staff and visitors to recycle as much as possible, including food waste.

### **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.

### **c. Monitoring Environmental Performance**

In order to actively reduce our environmental impact, an Environmental Management System (EMS) will be established to enable us to monitor and report on our environmental impact. This will be kept as simple and easy to use as possible and will be incorporated into existing INTRAC systems. Our system will be adapted from recognised methodologies such as PAS 2050 and the GHG protocol. The results of the audit will be used to review performance, set targets and agree an annual environmental management plan. The information will also be used to raise awareness among staff, trustees, associates and partners.

INTRAC will audit and publish progress against this policy on an annual basis and look at ways in which we can offset our footprint through funding offset initiatives. Ongoing issues will be reviewed by the

In summary:

- We will comply with and exceed all relevant regulatory requirements.
- We will continually monitor environmental performance.
- We will continually look for ways to improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase staff awareness of our environmental footprint and their part in managing this.

**d. Organisational Culture**

In line with INTRAC Core Value 3, we emphasise collaboration and believe that sustainable solutions require changes in wider systems and structures. Our commitment can only become a reality if we all work together. To this end:

- We will involve staff, trustees and associates in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff, trustees and associates with access to relevant information on environmental issues and INTRAC performance.
- We will encourage our suppliers, contractors and sub-contractors to reflect on their environmental performance where possible.



Signed

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Position: Chief Executive

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Date: 8 July 2021

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**Version control:**

Date	Version no	Status	Summary of change made	Details & rationale	Owner/editor
15.6.2021	V1.0	Draft	First 'clean' draft	To be shared for feedback.	CRA
02.07.2021	V2.0	Final Draft	Policy updated based on feedback from staff and FARCOM	To be shared with the Board for final sign off	CRA / AS