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An Initiative of Association for Voluntary Action (AVA)

Environment & Sustainability Policy

ENVIRONMENT & SUSTAINABILITY POLICY

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Contents

| | |
|--|---|
| 1. Introduction | 3 |
| 2. Scope..... | 3 |
| 3. Policy Statement..... | 3 |
| 4. Environmental Best Practices..... | 3 |
| 4.1 Waste management | 3 |
| 4.2 Conservation | 4 |
| 4.3 Paper Efficient..... | 4 |
| 5. Exceptions and Review of Policy | 5 |

1. Introduction

Association for Voluntary Action (“**AVA**” or the “**Organization**”) acknowledges its responsibility to carry out its activities and operations in a way that is supportive, protective and reduces impact to the environment. We will comply with all relevant environmental regulations, standards and other codes of practice, as part of our objectives, and seek to continually improve the quality of the physical, social and cultural environment for staff and stakeholders.

2. Scope

The principles set forth in this Policy are applicable to all Associates/staff, volunteers, consultants, trustees, members of the Board of Trustees and members of any of the committees (“**Associates**”) of the Organization. It is therefore, the responsibility of all Associates to follow and adhere to all elements described in the Policy.

3. Policy Statement

The Organization aims to promote the protection and enhancement of the environment and to educate staff on environmental issues. Our aim is to contribute, as responsible members of society, to a reduction in waste and carbon usage and to provide a safe, sustainable and pleasant environment in which we operate. To achieve this, the Organization aims to:

- Ensure that we are compliant with applicable environmental legislations;
- To use resources carefully which in turn will help to reduce operating costs; and
- Recognize our areas for development and implement improvements

4. Environmental Best Practices

4.1 Waste management

Organization will introduce a waste management system to:

- Segregate different types of waste wherever possible to facilitate the recycling of materials wherever possible and reduce the amount of waste being disposed of in landfill sites

- Meet applicable legislative requirements and ensure that all waste is disposed of legally i.e. in accordance with the applicable Waste management regulations; and
- Actively avoid risk of pollution.

4.2 Conservation

Organization will introduce energy and resource conservation measures to promote:

- A reduction in the amount of energy used;
- A healthy and comfortable temperature for all working areas;
- A reduction in the amount of water used/wasted;
- A reduction in the amount of plastic used and promotion of reuse/recycle initiatives where possible;
- Minimize our waste and then reuse or recycle as much of it as is possible;
- Minimize energy use within our office and processes in order to conserve supplies and minimize the consumption of natural resources;
- promote environmental awareness among our Associates and encourage them to work in an environmentally responsible manner; and
- communicate our environmental commitment to partners, vendors and encourage them to support it.

4.3 Paper Efficient

Organization aims for efficient and effective usage of paper as part of sustainable operating best practices. In particular, each Associate should ensure to:

- Use electronic communications where possible;
- Print – only what is needed;
- Provide memos, documents, reports and briefings online or circulate them amongst staff rather than providing multiple copies. Use multimedia projector instead of paper handouts for classroom/training discussions;
- Paper set-up and formatting should be aimed at judicious use of paper and avoidance of wastage;
- Eliminate duplication of documents i.e. online and printed copies;
- Use and promote recycled paper wherever possible;
- Re-use envelopes wherever possible especially for sending information internally;
- Avoid overproduction of publicity materials by reviewing distribution lists and regularly updating databases;

- Use paper that has a high-recycled content and is sold with an accredited environmental label; and
- All printers should be set to double-sided format and black & white print as a standard format.

5. Exceptions and Review of Policy

- 5.1** Any deviations from this Policy require approval from the Management Committee.
- 5.2** The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.



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