

Environmental Ambassadors for Sustainable Development

**ENVIRONMENTAL AND SUSTAINABILITY POLICY**

Environmental Ambassadors for Sustainable Development (Environmental Ambassadors, EASD) is a non-for-profit professional association focusing work on education, as well as the research and science (professional and participant science/citizen science) promotion, in the areas of sustainable development and environment, through the consultancy, expertise, innovation, capacity building, evidence based advocacy, promotion of natural and culture values, equality and justice. We stand for sustainable development, environmental justice & participatory democracy.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our long-term strategies and operating methods, with regular review points. We will encourage our partner organisations, suppliers and other stakeholders to do the same.

**Policy Aims**

We endeavour to:

1. Continually improve and monitor environmental and sustainability performance, going beyond compliance with all relevant regulatory requirements for associations set up under Serbian law.
2. Continually improve and reduce environmental impacts.
3. Incorporate environmental and social responsibility factors into our decisions.
4. Increase employee awareness.

**Social responsibility**

All employees share the responsibility to ensure that the aims and objectives of the environmental and sustainability policy are implemented within their area of work.

People are at the heart of EASD's work, which is why we strive for a positive, fair and inclusive work environment.

- EASD complies with all applicable legislations and ratified conventions regarding labour, health, safety, human rights and the environment and strives to go beyond the legal requirements for a decent work environment.
- Discrimination based on age, disability, gender, origin, political affiliation, religion, sexual orientation, socio-economic status or any other personal characteristic is not acceptable at the EASD Office or at any events or activities organised by EASD or on behalf of EASD.
- EASD abides by the anti-corruption policy outlined in its financial standing orders and regulations.
- EASD strongly condemns exploitation of children and adolescents, all forms of sexual harassment and exploitation as well as human trafficking and modern-day slavery of any kind.
- EASD keeps its procedures, decisions and partnerships open and transparent.
- EASD respects the privacy of its staff, partners and clients and understands the importance of the General Data Protection Regulation.
- EASD ensures that all of its activities are legitimate and do not negatively affect the communities where these activities are carried out.
- EASD supports other social and environmental charities in their work and seeks opportunities for cooperation and collaboration.

**Monitoring and Improvement**

- We will involve all staff in the implementation and monitoring of this policy, for increased awareness, greater commitment and improved performance.

- We will review this policy and any related issues at our staff/projects meetings and Council meetings.
- We will update this policy regularly in consultation with staff and other stakeholders where necessary.

### **Areas of Focus**

#### ***Paper***

- We will continually reduce the use of paper in the office.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will evaluate if e-document can replace printing of hard copy of projects related documents
- We will evaluate if digital distribution is enough before printing publications. When printing a publication is deemed necessary, we will prepare a detailed distribution plan to avoid oversupply.

#### ***Energy and Water***

- We will seek to reduce the amount of energy used as much as possible and encourage our landlord to choose green energy providers, if technically feasible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind, if technically feasible
- We will not buy bottled water for the office. We will reduce the use of bottled water at events organized externally as much as possible.

#### ***Suppliers and office supplies***

- We will evaluate if the need can be met in another way before purchasing equipment (for instance by renting/sharing).
- We will ask all suppliers to provide us with their environmental and sustainability policy and make this an integral part of our selection criteria.
- We will evaluate the environmental impact of any new products or services we intend to purchase.
- We will favour more environmentally friendly and efficient products as well as companies with high social responsibility standards wherever possible.

#### ***Transportation***

- We will strive to reduce the need to travel by promoting the use of travel alternatives such as e-mail or video conferencing.
- When organising events, we will strive to choose locations that are well-connected by public transport and where possible offer teleconferencing facilities for remote, on-line participation
- We will encourage our members and the experts and speakers that we work with to choose the most environmentally friendly means of transport when attending events.
- When deciding on reimbursements for members, we will take equal opportunities, budget availability and regional and organisational balance into account.
- We will monitor and continually strive to reduce CO2 emissions linked to events and activities.
- We will encourage our staff to use public transport or bicycles/walking.

### **Waste**

- We will reuse and recycle everything we are able to.
- We will continually reduce waste in the office.
- We will only use licensed/ appropriate organisations to dispose of waste, when waste disposal is obligation of EASD office and not by institution/person EASD is renting office from.
- We will inform staff about our office waste practices when they start work and when practice is changed.

### **Events and catering**

- We will ask all venues and hotels to provide us with their environmental policy and make this an integral part of our selection criteria. We will favour more environmentally friendly and sustainable venues and hotels wherever possible. We will promote Green Key facilities.
- We will ask all caterers to provide us with their environmental/sustainability policy. We will favour sustainable caterers with high social responsibility standards that use seasonal and locally sourced bio-products whenever possible.
- We will, if available, serve vegetarian and vegan food to reduce the environmental impact of events and meetings. We will strive to minimize left-overs and look for solutions where they can be donated to charities or similar.
- We will favour healthy snacks (fruit, nuts) over cakes and sugar.

### **Projects**

- For each project we implement as a lead organisation and subgrants of EASD, we will request and add to project documentation Environmental and Social Screening Check List (based on World Bank form).

### **Other**

- As the lesson learned from Covid19 pandemic, we realise that working on-line (from home) is effective and environmentally justify that renting office will take place only if requested and covered by project we implement.
- Within one year of this Code approval, EASD president/advisor will develop above mentioned check list to monitor environmental and sustainability performance, as well as appropriate Environmental and Social Screening Check List.