

Last reviewed: March 2022

Purpose

Integrity Action recognises that there is a cost to the environment in the way we operate. It is our intention to conduct all our activities in an environmentally responsible and accountable manner by complying with all relevant environmental legislation and by acting to promote best environmental practice.

Ownership

This policy and related procedures apply to all staff including volunteers, contractors, trustees and consultants.

The responsibility for introduction (including training), consistent application, on-going implementation and periodic review of Integrity Action's environmental policy lies with the CEO. However, all staff share a responsibility to implement it effectively.

Guiding principles

Consistent with Integrity Action's other policies, Integrity Action is committed to providing an enabling work environment, which enhances the wellbeing and productivity of staff, and at the same time has as little negative impact as possible on the environment.

Integrity Action aims to foster a culture of environmental awareness whereby all staff are encouraged to suggest and implement appropriate environmental practices in support of the spirit of this policy. Feedback will be sought regularly on ways to improve on environmental practices.

Domains of intervention

1. Technology & Energy

We seek every opportunity to:

- Reduce as much as possible the number of emails with large attachments. Instead we:
 - Compress email attachments (zip)
 - Use a hyperlink to refer to a cloud file
- Take as many on-line meetings with video off as possible, unless the benefit of having video on outweighs this consideration (e.g. meeting people for the first time, meetings where personal connection is important, team meetings, training, etc).
- Set up automatic sleep mode/standby mode to all laptops and other devices. Please ask the Technology Manager for help if needed.
- Switch off lights in unoccupied spaces, and heaters, air-conditioners and other electricity powered equipment when not in use.

2. Travel

- We only travel when there is an explicit need to do so. Before seeking Line manager travel approval, staff need to assess the cost/benefit including the environmental

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impact of all travel (UK and overseas). The Line manager will review the assessment and approve the travel accordingly.

- When choosing the best travel option, staff should take the amount of CO2 emissions into account. Integrity Action will record CO2 emissions from flights and set a plan to decrease them in time where reasonable.

3. Waste

Staff are encouraged to:

- only print electronic documents when strictly necessary, in black and white, and use double-sided printing where it is an option.
- recycle at home, as per local legislation in relation to recycling.
- read and abide by the technology equipment disposal policy found in the Information Security Policy.

4. Food

- When organising public events or face-to-face meetings which involve refreshment, Integrity Action will commit to consider the environmental impact of food provided.

5. Finances

- Integrity Action considers the environmental impact of its banking and finance providers.

6. Partnerships

- Staff should periodically discuss with potential and existing partners their approach to minimising environmental impact, and help encourage sustainable working practices.

7. Programmes

- When designing new initiatives, relevant staff need to consider their environmental impact and conduct appropriate due diligence.
- Initiatives aimed at increasing environmental sustainability are encouraged.

Support tools

- [Working From Home. The Sustainability Question](#)
- [How to reduce the carbon footprint of your emails](#)
- [On Carbon emissions and video calls](#)