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# Environment policy

## 1 Purpose

The purpose of this policy is to support use of resources in an environmentally responsible manner, in keeping with Rezan's commitment to the 'Do no harm' approach.

It provides guidance on principles and measures for minimising negative impact on the environment and incorporating environmental considerations into Rezan work.

## 2 Preamble

### Application

2.1 This policy applies to the functioning of Rezan offices in all locations, to goods and services procured by Rezan and to activities which form part of Rezan field operations.

2.2 Rezan staff are also encouraged to share this policy and support responsible practices on environmental issues with partner organisations.

### External Frameworks and Standards

2.3 Rezan is committed to the application of the Core Humanitarian Standard (CHS) which includes commitment to the effective, efficient and ethical management of resources. Under the CHS it is a responsibility of the organisation to use resources in an environmentally responsible way.

2.4 Rezan also seeks to apply Sphere standards. "*In collaboration with affected communities and authorities, we aim to minimise any negative effects of humanitarian action on the local community or on the environment*". (Sphere Humanitarian Charter, clause 9).

## 3 Provisions

3.1 General use of resources in Rezan premises and sites: Rezan staff and representatives are encouraged to consider the environmental impact of resource use in their daily work and take measures to minimise this impact accordingly. Non exhaustive examples of steps that could be taken include not printing unnecessary documents, using energy-saving settings on equipment, conserving water and energy, shutting down office computers and other equipment at night, etc. These examples will be used with common sense and not to the detriment of efficient and effective work patterns.

3.2 Energy Reasonable measures should be taken to conserve energy in office and work locations and at project sites. Energy consumption should be taken into account in the procurement of equipment, especially for vehicles and heating/air cooling assets. 'Reasonable measures' includes responsible levels of heating/cooling and taking care to switch off unused equipment and lighting.

3.4 Waste disposal Rezan staff must dispose of used equipment, goods and materials responsibly. Rezan strives to promote recycling and re-use where possible. Staff will comply with local standards and good practice where recycling mechanisms exist and / or are standard part of waste collection procedures. This includes separation of waste into standard categories for recycling. Where local standards do not exist, Rezan staff should demonstrate efforts to dispose of waste with minimum impact on the environment. Efforts must be made to seek most responsible ways of disposing of items of potential harm to the environment, for example, batteries, chemicals, and electrical equipment. Under no circumstances may these items be dumped in unauthorised locations as a substitute for proper disposal.

3.2 Travel to place of work Rezan staff are encouraged to take into account environmental concerns in their travel to places of work, and other travel undertaken for work purposes. Where safe, time efficient and appropriate (see also local Security Plan) Rezan encourages use of public transport, or other environmentally friendly transport alternatives.

3.5 Necessity of travel Rezan staff should consider the necessity of travel before undertaking visits and meetings, both in Head Office and field locations. Examples of reasonable measures to ensure responsible

attitude to travel includes consideration of Skype meetings instead of face-to-face meetings, and sharing of vehicles via coordinated planning for monitoring visits etc. Where there are multiple options, consideration should also be given to mode of travel; where other factors are equal (duration, security etc.) the mode with least environmental impact should be prioritised.

3.6 Local procurement Avoiding long-distance transport of items via procurement from local producers and suppliers is encouraged under Rezan procurement principles. Where relevant, and if stipulated in specifications published in call for tender, environmental factors may be considered in supplier selection.

3.7 Programme approach Programme staff should include environmental considerations in programme approach, including identifying potential adverse environmental effects in risk assessments. This is covered further in operational policy (Operational Approach papers on Resilience and Accountability, including minimum standards). Existing systems of line management, monitoring, evaluation and learning exchange are used to share insights into good practice with regards to environmental responsibility in Rezan sectors of intervention.

## **4 Scope**

4.1 Persons to whom this policy applies. This policy applies to all Rezan staff, interns, volunteers or board members.

4.2 Authority to override the provisions herein. The provision laid out in this policy can only be overridden on the authority of the Managing Director and should be recorded in writing.

4.3 Waiver. Any decision to override any of the provisions continued in this policy, for whatever reason, shall not be understood as a change in policy and will in no way indicate that such a decision would be taken to override the same or different provisions in similar or differing circumstances in the future.

4.4 Procedure for overriding the provisions herein. If an individual wishes to request to override any of the provisions laid out in the policy, application must be made in writing to the Managing Director.

## **5 Policy responsibility**

5.1 Approval list. This policy was approved by the Board of Rezan and by Shwan Sabah managing Director.

5.2 Policy duration. This policy will come into effect from the date of its inclusion in the Rezan Handbook and will have no limit of time. This policy will be reviewed annually.

5.3 Responsibility for communication. This policy and any updates to it will be communicated and made available to employees through the Rezan Handbook. It is the responsibility of Country Directors in field locations to ensure that national staff have access to this policy in their own language and that they indicate their understanding of it.

5.4 Responsibility for compliance. It is the responsibility of each individual to ensure that they follow the principles and provisions laid out in this policy.