ENVIRONMENTAL POLICY

Contents

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1 DOCUMENT PURPOSE

This document sets out the environmental issues to be considered with respect to SeeBeyondBorders' activities in Cambodia, as well as office operations in other entities, namely Australia, the UK.

2 GENERAL POLICY OBJECTIVES

SeeBeyondBorders is committed to:

- Minimizing its environmental footprint through its initiatives.

- Promoting sustainability and environmental awareness at all levels of the organization and the locations in which it operates.

- Working and partnering with organizations that recognize and support environmental sustainability in their operations

- Carrying out events in an environmentally sustainable way

- Promoting transparency through sustainability reporting

- Making environmental sustainability practices a part of SeeBeyondBorders culture

- Complying with environmental laws of Cambodia, namely the 1996 Law on Environmental Protection and Natural Resources Management, as well as operating in line with policies of funding partners, such as DFAT in Australia and DFID in the UK.

3 AID AND DEVELOPMENT ACTIVITIES

SeeBeyondBorders has five focus areas as follows:

- Quality Teaching

- Community Engagement

- Systemic Capability

- Strengthening Support

- Advocacy

The environmental impact of our work in Cambodia is considered to be very low and will be kept under review in accordance with the reviews of this policy. According to the 1996 Law on Environmental Protection and Natural Resources Management, a full Environmental Impact Assessment (EIA) must be

completed if the project is located in an area of high conservation value or if it may have a negative impact on that area. SeeBeyondBorders activities do not meet this criteria (as at September 2020) and no such EIA, as defined by the law, has been completed to date. SeeBeyondBorders' risk register lists all environmental risks that have been identified, together with the mitigations that are in place to minimize these risks.

There is a possibility that some small environmental impacts will occur during activities within the Community Engagement program, when small construction projects or infrastructure improvements take place at our partner schools. Environmental risk is to be identified at individual project level to ensure the planning and implementation occurs in the context of an understanding of the potential impact on the environment, as well as the beneficiaries, SeeBeyondBorders staff and project teams that are involved in any of these activities.

While SeeBeyondBorders commits to conducting activities in an environmentally sustainable way, it is acknowledged that local practices, local infrastructure and the availability of materials results in environmental standards in Cambodia being well below those of developed countries. Realistic standards are to be applied with a commitment to focus on incorporating them into the relevant design documentation. In particular the following issues are to be addressed / taken into consideration:

- Sourcing of materials - e.g. wood used in construction to come from sustainable sources

- Collection of water

- Management of effluence

- Potential for soil erosion

- Soil contamination

- Impact on existing flora and fauna

4   OFFICE OPERATIONS

SeeBeyondBorders aims to carry out office operations in an environmentally sustainable way and aims to reduce the environmental impact of those operations where possible. SeeBeyondBorders is intent on sustainable environmental practice and minimal environmental impact.

While SeeBeyondBorders acknowledges that practices and environmental standards can differ in the locations it operates, the organization is committed to achieving high, but realistic, standards that are implementable. All of its operations have initiatives around or address the following issues:

Waste Reduction

Energy Conservation

Water Conservation

Transportation

Digital Transformation

More information around the areas where measures can be taken that have a positive environmental impact are included here by way of appendix and this policy is included in the induction material for all staff.

SeeBeyondBorders offices employ energy-saving and recycling practices, and activities are conducted in buildings with recognized environmental pedigree where possible. Buildings combine design, positioning, and materials to maximize natural light, buffer noise and temperature variations, and minimize the need for heating and cooling.

5   EVENTS

SeeBeyondBorders aims to organize events, namely fundraising events in Australia, UK, Ireland and Cambodia in an environmentally sustainable manner where possible. SeeBeyondBorders prioritizes to work with third parties which follow similar environmental sustainability objectives as listed in this policy and outlined in the Appendix.

6   SUSTAINABILITY REPORTING

SeeBeyondBorders is committed to reducing its carbon footprint and therefore monitors and reports its environmental footprint on an annual basis to improve transparency internally and externally. If this footprint is deemed to have increased significantly, year-on-year, our Environmental Officer will assess whether this will lead to a requirement to undertake a full Environmental Impact Assessment, as referenced in section 3.

7   EMPLOYEE ENGAGEMENT

SeeBeyondBorders aims to raise staff awareness of the environmental impact of their work activities and behavior and encourages staff to minimize the impact through initiatives as outlined in the Appendix.

8   HEALTH AND SAFETY

SeeBeyondBorders follows strict rules as laid out in its Workplace Health, Safety and Security Policy to minimize the potential for damage or injury caused by environmental issues, e.g. natural disasters, noise pollution.

SeeBeyondBorders therefore ensures that all employees and volunteers have a good understanding of health and safety standards and work to achieve them in the workplace.

9 POLICY MANAGEMENT

This Policy has been approved by the Australian Board as noted below.

Amendments and or developments will be recommended to the Board from time to time as deemed appropriate by senior management. Formal reviews will take place before the expiry of three years from the anniversary date of approval by the Board. Recommendations for minor changes can be approved by the CEO International Operations before the expiry of three years, and recommendations for changes to the background or policy in practice can be approved by the relevant Sub-Committee.

Doc ref	Doc type	Approved by Australian Board Date	Minute ref.	Approved by SBB Entity	Minute ref	Approved by CEO International Operations (Minor change)	Minute ref
EP/06/2020/1.0	Policy Up-Date	Board 29/6/2020	Agenda item 8	UK Trustees 21/7/2020	Item 5		
EP/06/2020/1.1	Policy Update	Board 16/09/2020	Agenda item 8	UK Trustee 28 Sept 2020	File Note 28.9.2020		
EP/11/2023/2.0	Policy Review	Board/Nov/2023	Board agenda Nov 2023				

APPENDIX

EASY EVERYDAY TIPS TO SUPPORT OUR COMMITMENT TO THE ENVIRONMENT

Computers, Printers and Photocopiers

- Consider a computer, printer, and photocopier's energy efficiency rating before purchase (look for logos like the energy star). A typical laptop uses 25% of the power of a similarly equipped desktop PC. Laser printers consume more power than ink-jets. Printers with power management capability, e.g. an automatic 'power down' feature, can reduce electricity use by over 65%.
- Configure your computer/laptop to 'hibernate' automatically after 10 or 15 minutes of inactivity. The hibernate mode 'sleeps' the computer without turning it off and is reversed with a touch of the mouse or keyboard. (Windows power management settings are on the control panel. Mac energy saving settings are under system preferences, energy saver, in the apple menu.) This mode automatically reduces energy consumption by up to 50% in an 8 hour day.
- Turn down the brightness of your computer/laptop screen. It saves energy and is usually easier on your eyes.
- Flick off the power switch on your computer monitor when you are on the phone, or leave your desk for a coffee or a meeting. On laptops, just close the lid. Screen-savers don't save energy. Turning off the monitor instead of running a screen-saver does save energy, and lengthens the life of the monitor too.
- On Printers, activate the 'sleep/snooze' feature or turn the printer off when it's not being used. Printers are typically left on all day but active for less than an hour.
- Leave photocopiers in 'standby/sleep' mode when not in use. They are also typically left on all day but active for a fraction of that time.
- Turn off your computer/laptop, and all printers, photocopiers, and fax machines when you finish at night. This will save up to 60% on energy and prolong the life of the devices as well.
- Share hardware such as printers, scanners, modems, routers, wherever possible.
- Disable unneeded devices, e.g. a laptop which uses the built-in network adapter and a cable internet connection, doesn't usually need Wi-Fi, its built-in modem, Bluetooth, or infrared. Consider disabling other unneeded devices, such as the DVD drive or sound card.
- Use the internet to pay bills, bank, even order supplies (though buying locally is good too).
- Energy savings of between 20% and 50% are typical as a result of purchasing energy efficient hardware, activating power-saving settings, and turning devices off or to 'sleep' mode when they aren't needed or in use.

Lights and Appliances

- Make the most of natural daylight, it's easier on your eyes and saves energy.
- Use low energy bulbs, rather than incandescent light bulbs. However, note that while fluorescents save energy they contain more toxins (mercury, fluorine, lead powder), and need to be disposed of carefully.
- Turn off incandescent lights whenever they're not needed, and turn off fluorescent lights if they're not needed for 10 minutes or more. While turning a light back on uses less electricity than leaving it on, fluorescent bulb life is decreased by frequent switching.

- If bi-level switches or dimmers are installed, use the lowest setting that meets your needs.
- Use task specific rather than general lighting wherever practical.
- Switch lights off whenever you leave a room, or in unused rooms such as store rooms, conference rooms and bathrooms. Lighting is the second highest energy consumer, after cooling and heating.
- Always turn off the office, bathroom, kitchen, reception and corridor lights when you leave at night. A light left on overnight more than doubles the cost of illuminating each globe.
- Reassess night lighting in all areas, especially reception and corridors. Does the area really need to be lit at night and, if so, can it be done more economically? Unless for safety, e.g. exits.
- Wear light clothing in summer and an extra jumper in winter, before using a fan or space heater. Wear layers of clothing, they'll allow you to adapt comfortably to varying conditions.
- Turn off heaters, fans, air conditioners, and all electrical appliances when they are not needed, whenever a room is empty, and always when you leave at night.
- Turn off TVs, videos, DVDs, radios and audio players when not needed, out of the office, and overnight. Even in non-play mode they consume power when left on.

Paper and Materials

- Buy recycled paper, envelopes, notepads, stationery, and pens with replaceable cartridges
- Recycle paper. Have a box next to your waste-paper bin, into which you toss every one-side-clean piece of paper which you'd otherwise thrown out, and another for used/recyclable paper.
- Use recycled paper for everything, from letters to note-taking. Activate dual-tray and recycled paper options on printers and photocopiers.
- Before you bin anything, consider whether it can be reused or recycled (books, stationery, plastic, packaging, containers of any kind), the less you put in the bin, the less ends up in a rubbish tip.
- Take into account the environmental impact of products and services and support the purchase of sustainable products.
- Use email instead of posting letters. It's faster, cheaper, and more environmentally friendly.

Kitchens and Bathrooms

- Boil the kettle with only as much water as you need. Overfilling wastes water and power.
- Turn off coffee pots and similar appliances when they're not needed. A typical coffee pot costs 4 cents per use and an additional 4 cents per hour (that's $100 per year), to keep the coffee warm.
- Use paper, preferably recycled, in preference to plastic, glad wrap etc. PVC plastic is one of the largest single environmental problems, in both manufacture and disposal.
- Re-use undamaged shopping bags, boxes, containers etc. Anything which can be recycled saves resources, disposal costs and the environment.
- Select natural cleaning materials, such as bi-carb soda (in a flour shaker) and white vinegar (in a spray bottle). If chemicals are needed choose those of the lowest possible potency. The harsher the chemicals, the greater damage to the environment.
- Use newspapers to clean windows and mirrors. It's recycling and they'll do a better job as well.
- Turn off dripping taps. If they continue to drip, have the washer replaced.
- Purchase large water bottles with refundable deposit, used by all staff for drinking water on a daily basis

- Carry a reusable water bottle with you and fill up from water drinking stations, reducing the need to buy small plastic bottles.

Planes, Trains and Automobiles

- Fly only when you must. Skype, email or teleconference whenever you can.
- Use public transport wherever possible. Apart from reducing climate-harmful greenhouse gas emissions, it's cheaper, safer, allows time to read/write/plan, and avoids parking problems.
- Have a car free day once a week…walk, ride, or hop a bus or train.
- If it's a short drive, walk instead. Cold engines use twice the fuel and produce 15 times emissions.
- If you must use the car, follow a few simple tips to reduce your impact on the environment…
  - when waiting at lights put the transmission in neutral, it reduces fuel use and CO2 emissions
  - turn the engine off in traffic jams and delays
  - avoid racing starts, and very low or very high engine revs, stay within eco range
  - accelerate and brake smoothly, you'll save fuel and brake pads
  - when not needed, remove roof racks, and heavy gear from the boot, roof racks create aerodynamic drag, and carrying extra weight increases fuel consumption
  - rotate tyres to lengthen life, and inflate to recommended maximum levels, to reduce drag and fuel consumption, and increase handling
  - use natural ventilation rather than air-conditioning, though never in tunnels or dense traffic

STAKEHOLDER ENGAGEMENT

SeeBeyondBorders informs relevant stakeholders of the organization's environmental sustainability objectives, as laid out in this policy, and which are referred to when implementing its aid and development activities. The organization also provides support to its stakeholders to allow environmental sustainability objectives to be met at the highest possible level.

Staff

- Staff have read and understood SeeBeyondBorders environmental policy, which is part of their induction process
- Staff inform relevant stakeholders, e.g. beneficiaries and project teams, about SeeBeyondBorders' environmental sustainability objectives and raise awareness of environmental risk and impact during aid and development activities
- Staff use lessons learned to improve methods and processes

Beneficiaries

- As part of SeeBeyondBorders' community engagement efforts, staff members raise awareness with and inform beneficiaries through community meetings and informal chats of environmental risk and impact of projects, as listed in the environmental risk registry. Awareness of environmental sustainability is poor in Cambodia and activities are designed to improve beneficiaries' knowledge in this area.

- Environmental activities carried out as part of the community engagement include clean up days, litter picking and the use of recycling crates for plastic collection on school grounds

Volunteers and Project Teams

- Attend and understand information sessions prior to and during project work which raises awareness of environmental risk and impact of attending aid and development activities in Cambodia
- Complete environmental reflection report at the end of a project and use lessons learned to improve methods and processes

Events

- When organizing events, SeeBeyondBorders aims to work with third parties with similar environmental standards as listed in its policy and outlined in the Appendix.

This includes:
  - Invitations (email preference instead of paper)
  - Buildings used for events
  - Transportation methods
  - Energy and water conservation measures
  - SeeBeyondBorders prefers to work with caterers that use locally grown and organic food for its events, recycle food waste and use reusable materials