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StudyBeyondBorders Organisation

POLICY

ENVIRONMENTAL POLICY

Change begins with Education



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ENVIRONMENTAL POLICY

1. STUDYBEYONDBORDERS IN CAMBODIA OVERVIEW

StudyBeyondBorders in Cambodia (**SBBC**) is a local Cambodian non-government organisation operating in rural areas of Battambang, Oddar Meanchey, and Siem Reap Provinces. The organisation is supported by an alliance of registered development organisations in Australia (**SBBA**), the UK (**SBBUK**), and Ireland (**SBBI**).

SBBC aims to build capability within Cambodian education policy-making, leadership, mentoring, and training to equip and motivate teachers to provide quality education to children. The organisation is committed to supporting systemic change so that educators are proud to work in the teaching profession and are highly respected by parents, communities, and peers. To this end, **SBBC** conducts programs to mentor education leaders, upskill teachers, engage parents and communities, and develop resources that together enable the delivery of quality education to schoolchildren. The organisation seeks to embed all its work at the school, district, provincial, and national levels.

2. INTRODUCTION TO THE ENVIRONMENTAL POLICY

SBBC acknowledges the importance of conducting its activities in a manner that respects and protects the environment, in accordance with Cambodian law, specifically the 1996 Law on Environmental Protection and Natural Resource Management. Even though **SBBC's** interventions are considered to have minimal impacts on the environment, **SBBC** applies the "DO NO HARM" principle and considers the impacts of its work on the environment.

The impacts of climate change and the global efforts to raise awareness of environmental issues have led to many agreements and goals to protect the environment. **SBBC** fully supports the United Nations Sustainable Development Goal 13 on Climate Action and the 2015 Paris Agreement for implementing the United Nations Framework Convention on Climate Change.

3. PURPOSE

This policy aims to ensure **SBBC's** commitment to environmental protection, fulfil its environmental obligations, achieve its goals, and continually improve its environmental performance while operating in Cambodia. This environmental policy provides guidance and a commitment to implementing these aims.

4. SCOPE

This policy applies to all **SBBC** activities. It does not specifically address preparedness or responses to environmental emergencies, defined as sudden-onset disasters or accidents caused by natural, technological, or human factors, or a combination thereof, that pose a serious threat to the environment and may result in loss of human life and property.



5. DEFINITIONS

For this policy, some words or terminologies are defined as below:

- **Environment** refers to the physical, chemical, and biological surroundings in which communities live and develop their livelihoods. It encompasses the natural resources that sustain individuals and influence the quality of their living conditions.
- **Environmental impacts** refer to changes in the environment, whether adverse or beneficial, that result wholly or partially from **SBBC's** activities.
- **Environmental impact assessment** is a systematic process for analysing the potential environmental impacts of **SBBC's** projects or programs and identifying appropriate preventive actions and/or mitigation measures to avoid, minimise, or remediate significant adverse environmental impacts.
- **Environmental performance** refers to how effectively environmental impacts are managed to minimise adverse impacts and enhance beneficial ones.
- **Do no harm** means avoiding any unintended negative consequences of interventions that could further jeopardise affected individuals or undermine communities' capacities for development, peace-building and reconstruction.
- **Prevention of pollution** involves employing processes, practices, techniques, materials, products, services, or energy to prevent, reduce, or control the creation, emission, or discharge of any type of pollutant (including noise and radioactive pollutants) or waste, either individually or in combination, to mitigate adverse environmental impacts.

6. OVERARCHING PRINCIPLES

- **SBBC** utilises a **systematic approach** to enhance its environmental performance, protecting the environment and preventing pollution.
- **SBBC** takes action to **avoid adverse environmental impacts**. When avoidance is not possible, **SBBC** implements measures to minimise, mitigate, or remediate such impacts, striving for the best possible environmental outcomes.
- **SBBC** is dedicated to **enhancing the adaptive capacity and knowledge** of **SBBC** personnel and communities, acknowledging the diverse perspectives of people of all genders, and ensuring that the needs and priorities of women and other marginalised groups are heard, understood, and addressed.
- **SBBC** works proactively to **establish cost-effective, equitable, and environmentally sustainable solutions** that address the community's needs in line with its Strategic Plan.
- **SBBC** aims to optimise its transportation to reduce emissions and pollution. This includes monitoring and reporting its emissions, as well as actively seeking solutions for optimising travel and fleet management.

7. PRINCIPLES IN PRACTICE

7.1. Programming

SBBC integrates environmental considerations across all phases of its long-term programming—from design and implementation to monitoring, evaluation, and reporting—as part of core planning, quality assurance, and risk management.

During design, environmental screening identifies potential risks between the program and the surrounding environment, generating actionable recommendations to guide decision-making. **SBBC** allocates adequate resources for responsible waste management and prioritises sustainable energy solutions to reduce or replace fuels that pose health, safety, or environmental risks.

7.2. Shared Services

SBBC aims to carry out office operations in an environmentally sustainable way and aims to reduce the environmental impact of those operations where possible. **SBBC** is intent on promoting sustainable environmental practices with minimal environmental impact. While **SBBC** acknowledges that practices and environmental standards can differ across the locations where it operates, the organisation is committed to achieving high but realistic, implementable standards. All of its operations have initiatives around or address the following issues:

- Waste Reduction
- Energy Conservation
- Water Conservation
- Transportation
- Digital Transformation

SBBC's offices employ energy-saving and waste reduction and reuse practices, and, where possible, activities are conducted in buildings with recognised environmental credentials. Buildings combine design, positioning, and materials to maximise natural light, buffer noise and temperature variations, and minimise the need for cooling.

7.3. Other aspects

Publications: Soft copies of **SBBC's** publications are to be the default. Hard copies may be utilised based on technological constraints and audience suitability, with careful regard for environmental impacts throughout the publication's life cycle, from raw materials to disposal. The quantity of printed materials will depend on demand and the publication's relevance.

Work-related Air Travel: **SBBC** aims to enhance efficiency in work-related travel by collecting, monitoring, and reporting data on air travel emissions. For work-related trips involving air travel, prior authorisation from **the Managing Director** is required. Air travel emissions offset fares should be considered where feasible.

8. RESPONSIBILITIES

8.1. Senior Leadership Team

The overall responsibilities of the **SBBC** Senior Leadership Team include:

- Ensuring that all **SBBC** personnel are informed and regularly reminded of the content of this policy.
- Leading by example to foster a culture of compliance and environmental responsibility, prioritising the allocation of resources and staff time to enhance **SBBC's** environmental performance.
- Ensuring that all personnel under their supervision comply with this policy's requirements, including integrating environmental aspects into the Project Cycle and Operational Plans and conducting environmental screening and impact assessments as needed during the design process.

- Supporting the collection of data relevant to monitoring and improving **SBBC's** environmental performance in line with this policy's commitments. While these tasks may be delegated, ultimate responsibility rests with the Senior Leadership Team.
- Encouraging and supporting all **SBBC** personnel to participate in relevant training to enhance their capacity to improve environmental practices in their work.

8.2. Environmental Sustainability Focal Point

An **Environmental Sustainability Focal Point** person will be designated to oversee the implementation of this policy and the organisational risk register. The responsibilities of the Focal Point include:

- Supporting the implementation of the policy and its associated Implementation Plan.
- Advising, coordinating, and facilitating the integration of environmental considerations into project design, implementation, monitoring, evaluation, and reporting.
- Incorporating environmental protection into organisational plans, strategies, and reports.
- Developing and/or assisting in the development of tools, guidance, and training materials.
- Raising awareness and supporting capacity development activities.
- Serving as a focal point for environmental sustainability both within **SBBC** and with external stakeholders.

8.3. Responsibilities of Personnel

All **SBBC** Personnel have the following responsibilities:

- Read and understand this policy.
- Act in accordance with the overarching principles outlined in this policy.
- Integrate environmental aspects into the project management cycles within their control.
- Perform their duties in an environmentally responsible manner.
- Equip themselves, with support from management, with the skills and knowledge necessary to fulfil these responsibilities.

9. MONITORING AND REPORTING

SBBC is committed to reducing its carbon footprint and therefore monitors and reports its environmental footprint annually to improve transparency internally and externally; refer to **Appendix B: CO₂ Ceiling Alert Levels**. If this footprint is deemed to have increased significantly, year-on-year, **the Environmental Sustainability Focal Point** will assess whether this will lead to a requirement to undertake a full Environmental Impact Assessment required by Cambodian law.

10. EMPLOYEE ENGAGEMENT

SBBC aims to raise staff awareness of the environmental impact of their work activities and behaviour and to encourage them to minimise it through the initiatives outlined in **Appendix A**.



11. POLICY MANAGEMENT

This policy has been approved by **the Board of Trustees** of **SBBC** as noted below.

Amendments will be recommended to **the Managing Director** from time to time as deemed appropriate by **the General Manager-Shared Services**, usually annually.

Formal reviews are recommended every three years from the Board's approval anniversary date.

Recommendations for minor changes can be approved by the Managing Director before the Board review every three years.

Reference Code	ENVP/08/2026/V1.1
Executive Owner	Managing Director
Policy Manager	Education Lead
Effectiveness Approval Body	SBB Cambodia Board
Date Approved	24/August/2026
Effective Date	25/August/2026
Next Formal Review	25/August/2029
Version Number	V1.1

APPENDIX A

EASY EVERYDAY TIPS TO SUPPORT OUR COMMITMENT TO THE ENVIRONMENT

Computers, Printers and Photocopiers

- Consider the energy efficiency rating of a computer, printer, and photocopier before purchase (look for logos like Energy Star). A typical laptop uses 25% as much power as 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 when you 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 monitor's lifespan.
- 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 devices' lifespan 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.
- Energy savings of 20% to 50% are typical when purchasing energy-efficient hardware, enabling power-saving settings, and turning devices off or into '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.
- 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, frequent switching shortens the life of fluorescent bulbs.
- 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 storerooms, conference rooms and bathrooms. Lighting is the second-highest energy consumer after cooling.



- Always turn off the office, bathroom, kitchen, reception and corridor lights when you leave at night. Leaving a light 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.
- Turn off 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 throw 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.
- Print any documents using both sides of the page.
- 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 to keep the coffee warm (that's \$100 per year).
- Use paper, preferably recycled, in preference to plastic, glad wrap, styrofoam 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 that can be recycled saves resources, reduces disposal costs, and protects the environment.
- Select natural cleaning materials, such as bicarb 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 the damage to the environment.
- Turn off dripping taps. If they continue to drip, have the washer replaced.
- Use large water bottles with a refundable deposit for all staff to use daily for drinking water.
- Carry a reusable water bottle and fill it at water drinking stations, reducing the need to buy small plastic bottles.

Planes, Trains and Automobiles

- Fly only when you must. Video call, email or teleconference whenever you can.
- Have a personal vehicle-free day once a week... walk, ride, or hop on a bus or train.



- If it's a short drive and there are no safety concerns, walk instead. Cold engines use twice as much fuel and produce 15 times as many 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

Constructions and Renovations

- Sometimes **SBBC** activities involve building construction or renovation, such as Teacher Development Centres. Where feasible, **SBBC** prioritises renovating existing abundant classrooms rather than building new.
- Choose the construction contractor whose policies and procedures safeguard the environment and agree to adhere to the **SBBC Environment Policy**.
- Ensure the building and renovation activities are undertaken to better control carbon emissions, protect water supplies, and manage hazardous materials and waste.
- Use insulation to reduce energy use for the cooling system.



APPENDIX B: CO₂ CEILING ALERT LEVELS

Category	Alert Level	Reason
Air Travel	25,000 KgCO ₂ e	SBBC has remained within the existing threshold, which covers approximately 15 round-trip flights between Cambodia and Ireland per year.
Land Travel	20,000 KgCO ₂ e	Travel has increased from 8,000 Kg CO ₂ e in 2024 as the Transform Education Program has expanded into the Chong Kal and Banan districts.
Electricity	4,000 KgCO ₂ e	More staff members have been hired since then, and higher staff numbers will increase consumption.
Water	200 KgCO ₂ e	Consumption has grown with additional staff.
Paper	400 KgCO ₂ e	SBBC has remained within the existing threshold.
Plastic	300 KgCO ₂ e	SBBC continues to minimise single-use plastics across office and program field activities, accounting for expected operational procurement (e.g. bottled water, program supplies, packaging) as staff numbers grow.

**The alert level may be subject to yearly updates as per operations as appropriately required.*

Context & Logic Behind the Plastic Calculation

- **Scale Relative to Other Utilities:** In an NGO setup of ~40 staff, non-flight operational footprints scale proportionally. Since **Paper** is capped at **400 KgCO₂e** and **Water** at **200 KgCO₂e**, a plastic allocation of **300 KgCO₂e** sits realistically between the two.
- **Physical Equivalent:** 1 kg of mixed plastic generates roughly 3.0 to 6.0 kg CO₂e. A target of **300 KgCO₂e** corresponds to a total annual plastic consumption ceiling of approximately **50–100 kg** across office supply chains and field outreach.