



អង្គការសិក្សាឆ្លងព្រំដែន
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 north-west Cambodia. 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 that it is important to operate its activities in a way that respects and protects the environment by the law of Cambodia, 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 Goal Number 13 on Climate Action and the 2015 Paris Agreement for the implementation of 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 commitment to the implementation.

4. SCOPE

This policy applies to all activities of the SBBC. 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 environmental aspects.

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 aspects 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 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 or waste, either individually or in combination, to mitigate adverse environmental impacts.

6. OVERARCHING PRINCIPLES

- SBBC is committed to a systematic approach to enhancing its environmental performance to protect the environment and prevent pollution.
- SBBC will take action to avoid adverse environmental impacts. When avoidance is not possible, SBBC will implement 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 communities, acknowledging the diverse perspectives of women and men, and ensuring that women's needs and priorities are heard, understood, and addressed.
- SBBC will work 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.
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7. PRINCIPLES IN PRACTICE

7.1. Programming

SBBC has two major focused programming areas: 1) Transform Education, and 2) Research & Advocacy. In its longer-term programming approach, SBBC shall integrate environmental

aspects in the design, implementation, monitoring, evaluation and reporting as part of overall planning, quality assurance and risk management.

- o The design process shall integrate the environmental screening to identify the risk level of the environmental impacts on the program and the level of impacts of the program on the environment. The recommendations shall be included for further actions to be included in the decision-making.
- o The design shall anticipate, and the operation shall ensure adequate resources for environmentally responsible waste management within their operations.
- o Wherever feasible, the design and implementation shall aim to address energy needs through sustainable energy solutions in its programming and operations, replacing or reducing fuels that may adversely impact health, protection or the environment.

7.2. Support 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 in the locations it operates, the organisation is committed to achieving high, but realistic, standards that are implementable. All of its operations have initiatives around or address the following issues:

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

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

7.3. Others

Publications: Soft copies of SBBC's publications will be the default. Hard copies may be utilized 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 air travel emissions. For work-related trips involving air travel, prior authorisation from the Managing Director must be sought out.

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 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 on an annual basis to improve transparency internally and externally. 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. EMPLOYMENT ENGAGEMENT

SBBC aims to raise staff awareness of the environmental impact of their work activities and behaviour and encourages staff to minimise the impact through initiatives as outlined in the Appendix.

11. POLICY MANAGEMENT

This policy has been approved by the General Manager Shared Services and the Managing Director 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 anniversary date of approval by the Managing Director. Recommendations for minor changes can be approved by the General Manager Shared Services before the Managing Director review every three years.

This policy and any amendments have also been reviewed by the SBBC Board, as noted below.

Doc Ref	Doc Type	GM-Shared Services	Managing Director	Board Review	Minute Ref
ENVP/05/2025/V1.0	Policy	Approved/20250525	Approved/20250523		Email

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.
- 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.



- 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.
- 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.
- 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. Video call, email or teleconference whenever you can.
- Have a personal vehicle 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