

Standard operating procedure

Title: Climate and Environmental policy

SOP Number POL-CF-003	Version 000-03-21	Effective date 30.03.2021	Approved by M. Gülmezoglu
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CLIMATE AND ENVIRONMENTAL POLICY

1. Purpose

Concept Foundation (CF) considers climate and environmental changes to be some of the largest challenges of our time and wishes to join the effort of reversing this trend. CF also acknowledges that environmental deterioration affects the access to medicines in countries of high sexual and reproductive ill-health burden. The purpose of this Policy is to state CF's commitment to protect the environment, to raise awareness for climate and environmental issues and lay down the principles to be applied to CF's work and its Staff Members, and outline recommendations for consultants working under CF contract

2. Definitions

- a. Senior management shall mean the Executive Director (ExD) and Director of Programmes (DoP) of CF.
- b. Staff member shall mean a person working under an employment contract with CF.
- c. Consultant shall mean a person/legal entity working under contract with CF.

3. Scope of application

The CF Climate and Environmental Policy applies to all Staff members. Its application is recommended to consultants in relation to the execution of their CF mandates.

4. Commitment to protect the environment

As an organization, CF is committed to reduce its carbon footprint in a number of ways. Staff members are responsible for conducting their work in a manner that protects the environment and should act at all times in a way that ensures compliance with all applicable governmental environmental requirements. CF asks all Staff members to adopt the following eco-steps to help reduce the organization's impact on the environment. Application of the following principles is also recommended to consultants:

4.1 Control travel and CO2 emissions

- 4.1.1 Reduce travel wherever possible by using audio and video conferencing facilities, Internet-based communication platforms, etc. Such facilities are provided on CF's premises.
- 4.1.2 Give priority to different means of sustainable transport in official travel and commuting.
- 4.1.3 Reduce commuting by making use of teleworking, within the framework of the CF established policy.

4.2 Recycle and manage waste

- 4.2.1 Avoid printing email messages unless necessary.
- 4.2.2 Use recto-verso mode of printing.
- 4.2.3 Use paper recycling containers (for white paper, colored paper, magazines, newspapers, books) and recycling boxes (provided in all offices).
- 4.2.4 Use recycling containers (for cans, glass, aluminium cans, plastic containers, batteries) located in the premises.
- 4.2.5 Avoid using disposable products (plastic cups, wipes, etc.) and replace them by durables.

4.2.6 Give priority to the use of non-toxic products (e.g. biodegradable cleaning products and VOC-free paints).

4.2.7 Strive to minimize waste in all activities.

4.3 Efficient use of energy, water and other resources

4.3.1 Switch off the lights whenever leaving the office or a common area (conference room, kitchen, corridors, etc.).

4.3.2 Switch off the computer and any other electrical equipment/devices before leaving the office.

4.3.3 Use a moderate thermostat setting in the office.

4.3.4 Ensure moderate water consumption in the kitchen and bathroom facilities.

4.3.5 Ensure efficient use of resources and minimize waste.

4.4 Responsible purchasing and procurement

4.4.1 Integrate environmental and climate related criteria in procurement procedures.

4.4.2 Encourage suppliers, clients, consultants to apply high environmental standards.

5. Policy Review

This Policy will be subject to regular review by the Senior management and approval by CF's ExD.

6. Communication

This Policy is available on CF's internal document management system and its website.