



ICVA Environmental Policy

December 2018

1. Commitment to being an environmentally responsible organisation

ICVA Secretariat recognises that its day-to-day operations impact the environment in a number of ways. ICVA Secretariat is therefore committed to minimise the potentially harmful effects of its activities wherever and whenever possible.

This policy establishes practices and guidelines for ICVA Secretariat to effectively reduce the carbon footprint and other environmental impacts of its activities while operating under a limited budget. Each staff member is responsible and accountable for their contribution to reducing ICVA Secretariat's carbon footprint.

The team is asked to continuously contribute to identifying and implementing opportunities to this effect. The policy will be regularly developed to reflect our measures towards a more sustainable Secretariat management.

2. Practices and guidelines

Monitoring and reporting

1. The ICVA Secretariat will report to the ICVA Board and the General Assembly on its practices to reduce the carbon footprint and other environmental impacts of its activities.
2. Progress is also be shared in the ICVA Annual Report.

Communication of ICVA's commitment

3. Internal communication is done in a clear and consistent fashion. Sustainability becomes an ingrained part of ICVA Secretariat's culture.
4. ICVA Secretariat communicates externally to ICVA members, partners as well as suppliers and service providers. This can influence their practices and practices in the broader community, too. It also demonstrates that ICVA Secretariat shares commitments to our environment.

Travel habits to and from the office

5. Incentives are offered¹ for staff to choose fuel efficient travel options.

Travel

6. Only if necessary, the ICVA Secretariat will be allowed to travel by plane. The line manager will take this decision on a case by case basis.
7. All trips up to six hours are to be done by train or other public transport.

CO2-Compensation

8. The emissions caused by plane travels for the ICVA Secretariat will be compensated by ICVA. ICVA Secretariat will compensate air travel through e.g. atmosfair or MyClimate. Offsetting costs will be considered in all budgeting processes.

¹ This does not mean offering to cover costs of public transport passes ☺



- All meeting and project participants will be encouraged to also compensate for their flights.
9. While acknowledging the importance of personal contact and face-to-face dialogue, ICVA Secretariat tries to minimise the number of trips and seeks to find the most environmentally friendly flight routes in planning travel. Video- and teleconferencing is also used to the greatest extent possible to reduce the amount of travel required.
 10. As other means of compensation, ICVA pays an “Employee Tax on Co2” to the Geneva Canton (% of mass salary).

Printing

11. ICVA Secretariat, only buys recycled paper for office printing.
12. When printing for internal use ICVA Secretariat prints in black and white (unless colour printing is absolutely necessary for readability) and double-sided.
13. All Secretariat members should change their printers’ setting accordingly. They are asked to think twice before printing for desk use or for internal meetings.
14. For external use the ICVA Secretariat staff prints as they see fit but aims to print only the final version of the needed document and limits, as much as possible, the length of all printed publications. All public ICVA Secretariat publications (Annual Report, briefings etc.) are printed on 100% recycled paper.
15. ICVA Secretariat will transit to a low paper use for internal documents in favor of electronic documents.

Procurement

16. Office supplies for the daily use of all members of the ICVA Secretariat are ordered through an eco-friendly provider (not harmful to the environment).
17. For bigger items or specific conference and/or project-related material exceeding 500CHF, a sustainable option should be researched. If the price difference to the cheapest “traditional” option is less than 10%, the sustainable product should be purchased.

Energy

18. To save energy and costs the ICVA Secretariat is asked to follow the directions below:
 - Turn off lights, air conditioning devices and heating in rooms you do not use, especially in meeting rooms;
 - Set your computer’s setting on ‘energy saver modus’ to waste less energy when you do not use it for a certain amount of time;
 - Printers switched off every evening;
 - Pull the plug of your computers when you leave the office;
 - Use the dishwasher’s eco-cycle;
 - When the heating is on, instead of keeping windows half-opened all day, opt to fully open the windows for several minutes several times a day.

Food and Drink

19. At ICVA events like the General Assembly, Annual Conference, Board meetings or workshops, we serve mainly vegetarian food, conscious of origin of products and production conditions. Where possible, tap water will be provided.

Waste Management

20. All waste should be separated into bins for paper, plastic and residual waste whenever possible.
21. Use of plastic is brought to its strict minimum.
22. At internal and external events, we aim to only supply reusable dishes.