



ACTED



**Environmental
Safeguarding
Policy**

Version 1 | 2018

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I. INTRODUCTION

Independent, private and non-profit, ACTED respects a strict political and religious impartiality, and operates following principles of neutrality, non-discrimination, transparency, according to its core values: responsibility, impact, enterprising-spirit and inspiration.

ACTED is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

The commitment of ACTED is guided by 4 core values:

- **Responsibility:** we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us.
- **Impact:** we are committed to having the most sustainable impact for the communities and the people with whom we engage.
- **Enterprising-spirit:** we are enterprising and engage in our work with a spirit that creates value and overcomes challenges.
- **Inspiration:** we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions and advocacy.

A. Policy Statement

As a humanitarian and development organization, ACTED recognizes that the environment is intrinsic to sustainable development and that climate change threatens the access of beneficiaries and communities to food, water and livelihoods.

ACTED is committed to the promotion of a 3Zero world: zero exclusion, zero carbon, zero poverty. In line with this, ACTED is committed to good environmental stewardship in its operations and in all of its humanitarian and development programming. ACTED commits to minimising the environmental impact of our operations and whenever possible, balancing it with necessities to fulfil our mandate.

This policy aims at protecting the environment and reducing the risk of negative impacts with the aim of reaching carbon neutrality eventually. We recognise this to be a long-term commitment to updating our practices continually in light of advances in technology and environmental science.

II. INTERPRETATION AND APPLICATION

Article 1 - Scope of Application

1. This policy applies to all ACTED staff and governance members.
2. The provisions of this policy may also be applied to any person employed by an entity that carries out missions for ACTED.



Article 2 – Definitions

1. **ACTED staff:** Under the terms of this policy, the term “ACTED staff” refers to any person employed by ACTED and/or one of its sister organisations and/or one of the member organisations of the ACTED network. The interns of ACTED and/or one of its sister organisations and/or one of the member organisations of the ACTED network are considered to fall within this category, for the purposes of this policy.
2. **Governance:** Under the terms of this policy, the term “governance” refers to any person elected by decision making bodies to participate in the managerial and administrative bodies of ACTED and/or one of its sister organisations and/or one of the member organisations of the ACTED network. In particular, the members of boards of directors and supervisory boards are Governance members.

Article 3 – Information and adherence to the policy

ACTED staff certify that they adhere to the environmental safeguarding principles outlined in section 4 by signing the ACTED Policy Acceptance Form and/or by signing their employment contract.

1. This policy is published under the authority of ACTED. ACTED staff, as well as the other entities referred to in Article 1 of this policy when necessary, are required to conduct themselves in accordance with this policy and must therefore be aware of and have understood its provisions and any changes. When they are unsure of how to proceed, they should seek the advice of a competent person, notably their line manager.
2. ACTED staff, as well as, when applicable, the other entities referred to in Article 1 of this policy, who are responsible to negotiate the terms of conditions of employment of any ACTED staff, must ensure that staff is aware of and commits to the full respect of this policy.
3. It is the responsibility of ACTED staff with managerial responsibilities, as well as the other entities referred to in Article 1 of this policy when applicable, to ensure that staff under their supervision comply with this policy.
4. This policy shall form part of the working conditions of ACTED staff and the conditions, when applicable, for the performance of the missions of the other entities referred to in Article 1 of this policy from the moment they certify that they have read it.
5. ACTED will review the provisions of this policy at regular intervals.

Article 4 – Purpose of the Policy

The purpose of this policy is to:

1. Implement prevention mechanisms and good practices to comply with the framework which relates to environmental safeguarding behaviours and applying to ACTED staff as well as, when applicable, other entities referred to in Article 1 of this policy.
2. Define the rules relating to environmental safeguarding behaviours that apply to ACTED as an organization.



3. Inform third parties of the conduct they are entitled to expect from ACTED staff as well as, when applicable, other entities referred to in Article 1 of this policy.

III. GENERAL PRINCIPLES

Article 5 – Neutrality

ACTED staff, as well as the other entities referred to in Article 1 of this policy, must fulfil their duties in a neutral and apolitical manner, in accordance with the law, legitimate instructions and ethical rules relating to their roles.

Article 6 – Impartiality

In the context of their professional roles and/or their missions, ACTED staff, as well as the other entities referred to in Article 1 of this policy, must act in accordance with the law and exercise their discretionary power in an impartial manner, taking into consideration only relevant circumstances.

Article 7 – Confidence of stakeholders

ACTED staff, as well as the other entities referred to in Article 1 of this policy, have a duty to conduct themselves at all times in a way that reflects and upholds ACTED's values of integrity, impartiality and efficiency and contribute to strengthen the confidence of all stakeholders.

Article 8 – Hierarchical responsibility

ACTED staff report to their immediate line manager and/or the head of their functional department, unless otherwise provided for by law.

Article 9 – Confidentiality

Duly considering the stakeholders' potential right to access information, ACTED staff, as well as the other entities referred to in Article 1 of this policy, must process all the information and all the documents acquired during or as part of the exercise of their duties with the necessary confidentiality.

Article 10 – Protection of privacy

All the necessary measures must be taken to ensure that the privacy of ACTED staff and of the other entities referred to in Article 1 of this policy, is appropriately respected.

Article 11 – Information held

1. Considering the general framework of international law regarding access to information held by private individuals, ACTED staff and the other entities referred to in Article 1 of this policy should disclose information only in respect to the rules and requirements applicable to ACTED.
2. ACTED staff and the other entities referred to in Article 1 of this policy must take appropriate measures to guarantee the security and confidentiality of the information for which they are responsible or of which they are aware.



3. ACTED staff and the other entities referred to in Article 1 of this policy must not seek access to information which would be inappropriate for them to have. ACTED staff must not make inappropriate use of the information they may obtain in or as part of the exercise of their duties.
4. In the same way, ACTED staff and the other entities referred to in Article 1 of this policy must not retain professional information that may or should be legitimately circulated, or circulate information they know, or have reasonable grounds to believe, is inaccurate or misleading.

Article 12 - Responsibility of line managers

1. ACTED staff in charge of supervising or managing other ACTED staff must do so in accordance with the policies and objectives of ACTED. They are responsible for responding to acts and omissions of staff under their supervision who violate these policies and objectives, and to take due diligence measures expected from a person in their position to prevent such acts or omissions.
2. ACTED staff tasked with supervising or managing other ACTED staff must take the necessary measures to prevent staff under their supervision from engaging in acts likely to generate environmental damage. These measures may be: to draw attention to and implement the laws and regulations; to ensure adequate training related to environmental damage and to set an example of integrity through their personal conduct.

IV. ENVIRONMENTAL PRINCIPLES

Article 13 - Protection of the Environment

ACTED will minimise, and wherever possible, eliminate the release of any pollutant that may cause environmental damage to the air, water, earth or its inhabitants.

Article 14 - Sustainable Use of Natural Resources

ACTED will sustain the use of renewable natural resources and will conserve non-renewable resources through efficient use and careful planning.

Article 15 - Minimisation and Safe Disposal of Waste

ACTED will minimise the creation of waste, and wherever economically possible reuse, repair and recycle materials and encourage others to do likewise. ACTED will encourage the sorting of waste and its disposal via recycling processes. ACTED will dispose of its waste in a safe and environmentally responsible manner.

Article 16 - Wise Use of Energy

Whenever possible, ACTED will use environmentally safe and sustainable energy sources. ACTED will reduce the amount of energy consumed by promoting energy-efficient practices, investing in energy efficient products, and using / advocating for environmentally sustainable energy sources where possible.



Article 17 - Risk Reduction

ACTED will, whenever possible, minimise the risk of environmental damage by employing safe technologies and operating procedures. ACTED will, whenever possible conduct environmental assessments to identify and assess any adverse environmental impacts of its programming and implement measures to prevent, reduce, and mitigate any negative impacts. ACTED will, whenever possible, develop mitigation plans on a case-by-case basis, depending on the context, type of programming, and donor requirements.

Article 18 - Sustainable Procurement

ACTED will ensure that consideration is given to purchasing environmentally sustainable products and services and develop sustainable supply chains by prioritising suppliers that have environmental standards compatible with its own. Within the terms of the domestic law, ACTED will make provision to ensure that contractors working on ACTED's behalf apply environmental standards equivalent to ACTED's own. However, the humanitarian imperative is paramount: Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source, and do likewise when the security and safety of its staff is at stake.

Article 19 - Responsible Travel and Transport

ACTED will as much as possible promote responsible travel and transport by encouraging the use of travel options that minimise environmental impact wherever practicable. In addition, ACTED will monitor and reduce transport logistics to ensure efficient distribution and delivery of products and services.

Article 20 - Compliance with Laws and Procedures

ACTED ensures compliance with relevant international and national legislation, regulations and codes of practice on environmental matters relevant to its operations.

Article 21 - Disclosure

Within the terms of international and domestic law, ACTED will disclose to its employees and to the public, incidents relating to its operations that cause environmental harm and measures ACTED took to address their consequences. ACTED will act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment.

Article 22 - Awareness Raising and Training

ACTED will promote environmental good practice and its environmental policy principles to all partners, suppliers, consultants, donors, supporters, contractors. ACTED will increase staff and volunteers' awareness, and provide support, on steps they should take to reduce their personal footprint and to adhere to ACTED's environmental policy.

Article 23 - Assessment and Annual Audit

ACTED will conduct an assessment of its environmental performance, including through a carbon footprint baseline and will set specific, measureable indicators and conduct periodic monitoring to assess improvements and make adjustments to its policy and action plan where necessary.



V. IMPLEMENTATION OF THE POLICY

Article 24 - Implementation Date of the Policy

This Environmental Safeguarding Policy comes into effect after approval by ACTED Board's bureau on 06th July, 2018.

Article 25 - Adherence to the policy

ACTED staff and the other entities referred to in Article 1 of this policy certify that they adhere to these principles by signing the ACTED Policy Acceptance Form and/or by signing their employment contract.





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