
	ADRA Australia Policies and Procedures – Employee Handbook	No. CR 000 716	
	Document Name and Number	Page 1 of 1	
	Internal Environmental Sustainability		
	Department	Sections (inc. All sections where this document is located.)	
	Corporate Services	Core Document/Employee Handbook	
	Modified By	Document Version Effective Date	
	K Salazar, D Roberts, C Jensen	2014/1.1 5 September 2017	
Approving Committee	Previous Revision Date		
ADRA Board of Directors	New 2019		

*This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.*

## CR 000 716 Internal Environmental Sustainability

### 1. PURPOSE AND SCOPE

ADRA Australia acknowledges that the world is a gift from God and as part of the world, our actions contribute to the global health of our planet. We also acknowledge that there are finite resources and therefore we need to be discerning and prudent to limit our consumption of resources and production of waste. In relation to environmental sustainability in the operations of ADRA Australia this policy sets document sets out expectations for the behaviour and standards of professional and personal conduct for ADRA Australia’s employees (including Conference ADRA Directors), volunteers, contractors and Company Directors hereinafter referred to as **ADRA Australia Personnel** in their engagement with ADRA Australia.

### 2. POLICY STATEMENT

ADRA Australia:

- **values** the natural environment and takes into account environmental stewardship in its decision making
- is **aware** of the impact of its internal operations, promoting efficiency, streamlining and review
- supports environmental **regeneration**; ensuring a strengthened and stronger natural environment
- supports an **appreciation** of the natural world and promotes education and accountability

### 3. PRACTICAL GUIDELINES

ADRA Australia acknowledges that there are limits to its control of resources. However, within those restrictions we will:

- review agency purchases, minimising waste and choosing fair-trade and renewable options
- review engagement with service providers, ensuring they operate fairly and ethically
- encourage staff to reduce their impact travelling to and from work either through public transport, car pool or other means
- evaluating agency operations such as project management, finance, human resources and administration to promote electronic systems and filing
- review printing procedures to reduce amount of paper used
- review office systems to reduce carbon and ecological footprint, this may include in long term relocating the office or encouraging landlord to have improved energy efficiency
- review transport arrangement for work to reduce environmental impact including carbon offset options for flights
- Encourage reuse and recycling options wherever possible
- Encourage staff interaction with and appreciation for the natural world (beach, forest, outdoors etc) through team building and staff extra-curricular activities – e.g. office outings, team building and staff days etc.