

**Environment policy**

<b>First developed</b>	Quarter 1, 2018
<b>Last review date</b>	Quarter 3, 2024
<b>Scheduled review date</b>	Quarter 3, 2026
<b>Purpose</b>	<p>The Centre for Community-Driven Research (CCDR) accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the global social discourse.</p> <p>CCDR aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, volunteers, and users at all levels.</p> <p>CCDR is committed not only to complying with applicable law in all of its operations but to minimise risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.</p>
<b>Policy</b>	<p>This policy aims to integrate a philosophy of sustainable development into all the organisation’s activities and to establish and promote sound environmental practice in our operations. CCDR commits itself to minimising its impact on our environment and animals through:</p> <ul style="list-style-type: none"> <li>• Having an environmentally sustainable aware culture, where responsibility is assigned and understood;</li> <li>• Being an environmentally responsible neighbour in our community;</li> <li>• Conserving natural resources by reusing and recycling;</li> <li>• Using, in our own operations, processes that do not adversely affect the environment;</li> <li>• Ensuring the responsible use of energy throughout the organisation;</li> <li>• Participating in efforts to improve environmental protection and understanding;</li> <li>• Taking steps to improve environmental performance continually;</li> <li>• Working with suppliers who promote sound environmental practices; and</li> <li>• Enhancing awareness among our employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner.</li> <li>• Ensuring all catering associated with CCDR events is 100% vegetarian</li> </ul> <p><b>Policy implementation</b></p> <p>Specific measures are described below and include:</p> <ul style="list-style-type: none"> <li>• Avoid single use plastics and non-recyclable disposable items</li> <li>• Paper restrictions</li> <li>• Landfill end energy reduction</li> </ul>

	<ul style="list-style-type: none"> <li>• No harm to animals</li> </ul> <p><b>Single use plastics and non-recyclable disposable items</b></p> <p>Single use plastics should not be used in any of the CCDR offices. Keep cups are provided to staff so that take-away coffee cups can be avoided.</p> <p>At events and meetings, vendors should also be instructed that single use plastics should not be used and non-recyclable disposable items should be avoided. Where paper napkins are used, we should aim to use recyclable products (even if CCDR needs to source these) and a staff member needs to be responsible for ensuring that these are then place in a recycling bin at events. At small functions (less than 50 people), CCDR may be able provide cloth napkins that can be washed and re-used.</p> <p><b>Paper restrictions</b></p> <p>There is very little need for printing at CCDR. All files are kept in electronic form and staff should be conscious of the amount of paper they are using for printing and reflect on whether it is absolutely necessary to print a document. Documents that do need to be printed for example are:</p> <ul style="list-style-type: none"> <li>• Contracts and other legal documents that require an original signature</li> <li>• Non-paper invoices</li> <li>• Standard Operating Procedures</li> </ul> <p><b>Landfill and energy reduction</b></p> <p>All staff will use reasonable endeavors:</p> <ul style="list-style-type: none"> <li>• To reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.</li> <li>• To minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.</li> <li>• To conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.</li> <li>• To utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.</li> </ul> <p><b>No harm to animals</b></p> <p>All CCDR events, team events and meetings with catering will be meat-free (i.e. vegetarian).</p>
<p><b>Policy Implementation and assignment of responsibility</b></p>	<p>All staff, volunteers and Board members are responsible for adhering to this policy</p>

