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22 July 2012	December 2017	December 2020

Introduction

The Kyeema Foundation (KYEEMA) is a non-governmental organisation that works predominantly to reach poorer members of communities in developing countries. KYEEMA is wholly committed to delivery of sound development activities and places great importance on operating with honesty, openness and integrity.

KYEEMA aims to minimise its impact on the 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 at all levels.

Purpose

This Policy aims to integrate a philosophy/culture of sustainable development into all KYEEMA's activities and to establish and promote sound environmental practice in our operations.

KYEEMA will use this Policy to develop operational procedures and monitoring systems specific to each project to evaluate and manage environmental impact of activities.

Guiding Principles

This policy is based on the following principles:

1. Concern, protection and regard for all life forms, not only human life.
2. Promoting and advocating sustainable living and prudent use of earth's resources.
3. Adoption of responsible practices that will protect and enhance the environment.

Definitions

The Environment Protection and Biodiversity Conservation Act, 1999 defines environment as including:

- a) ecosystems and their constituent parts, including people and communities
- b) natural and physical resources
- c) qualities and characteristics of locations, places and areas
- d) heritage values of places
- e) social, economic and cultural aspects of a thing mentioned in (a), (b), (c) or (d).

Scope

This policy applies to all Board members, staff, consultants, partners and volunteers of KYEEMA. It applies to all our Australian and international operations and offices and for travel within Australia as well as to and within international destinations.

Policy statement

We are committed to improving our environmental performance and reducing our organisational contribution to environmental degradation. We will act on our commitment by:

- Complying with all applicable legal and other environmental requirements;
- Implementing waste minimisation initiatives throughout our organisation;
- Providing a safe and healthy workplace;
- Having an environmentally sustainable aware culture;
- Conserving natural resources by reusing and recycling;
- Using, in our own operations, processes that do not adversely affect the environment;
- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Working with suppliers who promote sound environmental practices;
- Enhancing awareness among our staff, volunteers, partners, supporters, suppliers, contractors, interested third parties and the public – educating and encouraging them to act in an environmentally responsible manner, which includes reduction of and appropriate disposal of waste, decreased carbon footprint and ecosystem conservation;
- Promoting efficient transport solutions for staff commuting; and
- Conducting self-assessments of the implementation of this policy.

Our activities will be based on the principle of continuous improvement and where environmental impacts cannot be avoided, we will seek to mitigate them.

The procedures for implementation of this policy are detailed in Attachment 1 – Procedures.

Responsibilities

The Chief Executive Officer, in consultation with the KYEEMA Board, is responsible for the implementation of this policy and for advising on the need to review or revise this policy as and when the need arises.

Where compliance issues are identified, the Chief Executive Officer will work with staff and other relevant stakeholders to address these issues promptly. The policy will be reviewed every three years and revised as needed, with the approval of the Board.

Information Source

Australian Council for International Development Code of Conduct Commitment 3.3 We promote environmental stewardship and sustainability <https://acfid.asn.au/content/commitment-33-we-promote-environmental-stewardship-and-sustainability>

Related Documents

This policy is to be read in conjunction with

Kyeema Foundation Brisbane Head Office Procedures Manual



Kyeema Foundation Environmental Policy

Authorisation

[Handwritten signature]

Signature of Policy Officer

STEWART F ROUTHEDGE

Name of Policy Officer

20th March 2018

Date

Attachment 1 Procedures

1. KYEEMA will develop guidelines for staff, volunteers and users to adopt sound environmental work practices, and training will be provided to ensure these practices are carried out.
2. KYEEMA will use reasonable endeavours to reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
3. KYEEMA will use all reasonable endeavours to ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
4. KYEEMA will use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
5. KYEEMA will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
6. KYEEMA will use reasonable endeavours to utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
7. KYEEMA will use all reasonable endeavours to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy.
8. In order to continually improve its environmental management system KYEEMA will use reasonable endeavours to conduct audits and self-assessments of its compliance with this policy.
9. KYEEMA will maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.
10. KYEEMA will use reasonable endeavours to ensure that every employee, volunteer and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.
11. Where an issue is reported, KYEEMA will act responsibly to correct incidents or conditions that may endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities, and inform affected parties as appropriate.