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Introduction

Kyeema Foundation (Kyeema) is a not-for-profit NGO that works predominantly to reach resource-poor 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 the 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 also ensuring that all flights (particularly international) are taken on the most practicable economic and direct route; and
- Conducting annual self-assessments of the implementation of this policy.

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

Our activities will be based on the principle of continuous improvement. Where environmental impacts cannot be avoided, we will seek to mitigate them by utilising an internal carbon offset fund. This fund will be used specifically for the purpose of funding projects focused on environmental sustainability. Details for the Kyeema Foundation Carbon Offset Fund are outlined in Attachment 2 - Internal Carbon Offset Fund Procedures.

Responsibilities

The Environmental Sustainability Focal Person, in consultation with the Kyeema Board and Chief Executive Officer, 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 Environmental Sustainability Focal Person 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. See attachment 3 for the Environmental Sustainability Focal Persons Terms of Reference.

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>

Department of Foreign Affairs and Trade Environmental and Social Safeguarding Policy
<https://www.dfat.gov.au/sites/default/files/environmental-social-safeguard-policy.pdf>

Green Vehicle Guide

<https://www.greenvehicleguide.gov.au/pages/Information/VehicleEmissions>

Related Documents

This policy is to be read in conjunction with:

- *Kyeema Foundation Brisbane Head Office Procedures Manual*

Authorisation



Signature of Policy Officer

Robyn Alders

Name of Policy Officer

28 December 2020

Date

Attachment 1: General 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.

Attachment 2: Internal Carbon Offset Fund Procedures

1. Our internal carbon offset fund will be an integral part of Kyeema's environmental impact mitigation strategy as it addresses the unavoidable negative environmental impacts when carbon reduction strategies are not viable, namely for unavoidable travel^a. Kyeema will offset emissions generated through its internal carbon offset fund.
2. The carbon offset fund will be used specifically for the purpose of funding projects run by Kyeema that are focused on environmental sustainability and work towards the reduction of global emissions.
3. The projects eligible for funding through the internal carbon offset fund will be selected and monitored by the Program Monitoring and Evaluation (PME) Sub-committee of the Board, to ensure the funds are going towards valid and legitimate endeavours. Examples of this would be future projects involving coral restoration, seaweed growing, biodiverse agriculture for nutrition and health, and solar panels for chicken egg incubators.
4. A carbon emissions footprint for flights will be calculated and documented every financial year to accompany the flight expenditure. To mitigate any variance in results, emissions will be calculated using figures from the high polluting Boeing 747 400 aircraft^b, which is commonly used for long distance international flights and is known for its fuel inefficiency. This will ensure that Kyeema is offsetting the appropriate amount for total emissions accumulated throughout the financial year.
5. A carbon emission footprint for land travel will be calculated and documented every financial year. Emissions will be calculated for both car and motorcycle travel using the green vehicle guide.
6. CO² emissions for car and motorcycle in country travel activities are calculated using a standard figure of 182g of CO² per km. The total amount of kilometres is determined using an average figure of 8km per litre for car travel and 30km per litre for motorcycle travel.
7. At the end of each financial year, the total number of kilometres travelled will be calculated and, using the cost per person per 1000km (US\$5.00), the total carbon offset amount for the year will be calculated in A\$ using the 30 June rate. These funds will come from the general Kyeema administration account and will be shown as a journal entry to the Carbon Offset code, which will be set up in Quickbooks. See table 1 below for the full offset calculation.

a - After reviewing a number of airline and other carbon offset funds and activities, it was felt that there was not enough consistency in the calculation of offset payments or use of offset funds, e.g. when ticking the offset button upon booking an airline flight. In light of this, it was decided the best way to offset Kyeema's carbon footprint was to set aside funds to use on our own activities focused on environmental sustainability.

Table 1: Carbon Offset Calculation

Unit	Amount (US\$)	Notes
Cost per tonne	50.00	Based on highest average cost for carbon credits
Cost per kg	0.05	Per tonne cost divided by 1000
CO2 emitted per passenger per km	101 grams (0.101 kg)	Grams per km based on Boeing 747 400 (highest polluter aircraft)
Cost per passenger per km	0.005	Using cost per kg x kg per km
Cost per passenger per 1000 km ^c	5.00	US dollar currency to be converted to AUD
Cost per litre of petrol	\$1.50	US dollar currency to be converted to AUD
Car fuel efficiency	8km/litre	Based on highest average for cars used in country
Motorcycle fuel efficiency	30km/litre	Based on highest average for motorcycles used in country

b - Using the average CO² emissions of the Boeing 747 400 aircraft per passenger kilometre (101 grams per passenger km) and the highest average cost for carbon credits (US\$50 per tonne), the calculated cost per person per 1000km is US\$5.

Attachment 3: Terms of Reference for Environmental Sustainability Focal Person

Overview

The position of the Environmental Sustainability (ES) Focal Person will be responsible for the implementation of Kyeema's Environmental Policy and advise on the need to review or revise this policy as and when the need arises. The ES Focal Person will assist in Kyeema's commitment to improving its environmental performance and reduce organisational contribution to environmental degradation. The ES Focal Person will act as Kyeema's focal person for all issues regarding the environment, degradation and sustainability. It is the responsibility of the ES Focal Person to follow the general procedures outlined in the Environmental Policy including calculating the internal carbon offset budget at the end of each financial year. In addition the ES Focal Person will assist in problem solving and innovation, to improve Kyeema's environmental sustainability practices in the future.

Activities

- Exercise effective communication with staff, volunteers and partners on best practice of the policy and procedures in addition to fostering an innovative environment to problem solve and improve on Kyeema's environmental performance
- Ensure that Kyeema's policy and procedure remain compliant with ACFID Quality Principle commitment 3.3
- Monitor, report and when possible mitigate Kyeema's environmental impact through the use of Kyeema's internal carbon offset fund
- Ensure that program design, planning and practice all take into account any environmental factors or risks while implementing reasonable endeavours in attempt to mitigate said factors or risks throughout all Kyeema activities
- Handle any incident or complaint involving environmental factors, ensuring that responses are handled appropriately with a sufficient outcome

Relationships

The Environmental Sustainability Focal Person will work with program managers, volunteers and partner organisations to ensure personnel have a coherent understanding of Kyeema's Environmental Policy while fostering an environment that encourages innovative thought and problem solving to improve Kyeema's overall environmental footprint and sustainability activities.

Reporting

All staff, volunteers and partners involved in Kyeema program activities will report to the Environmental Sustainability Focal Person for any issue, complaint or suggestion regarding the environment and environmental sustainability practices. The ES Focal Person is responsible for handling such instances however will report to senior management and the Executive Chief Officer to ensure that effective action/resolutions have been made.

Competency

The Environmental Sustainability Focal Person must have sufficient training and support to carry out the role. It is important that the ES Focal Person has a thorough understanding of Kyeema's current policy and procedures, ACFID quality principles in relation to environmental stewardship and sustainability in addition to a commitment to assist in improving Kyeema's overall environmental footprint and enhancing its environmental sustainability.