

## **Sustainability policy**

### **Definition**

Sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs.

In line with the Well-being of Future Generations Act (Wales) 2015, this means improving economic, social, cultural and environmental well-being for people in Wales and the world.

### **Purpose**

The purpose of this policy is to explain WCIA's role in contributing towards sustainability through how it operates as an organisation. It does not include the work we do to encourage sustainability in projects, policy and practice in Wales and the world – this can be found in our strategy.

There are multiple domains within sustainability which interact in complex ways. As such, it is possible to have a positive impact on, say, the social, while having a negative impact on environmental dimensions. Becoming more sustainable is an ongoing learning journey – WCIA will seek to embed best practice but accept we can always do better and take opportunities to improve wherever we can. As such, an action plan is appended to this policy which will be updated as new ideas are identified from staff, volunteers, trustees and external stakeholders.

Because the different dimensions of sustainability overlap in complex ways, we don't attempt to separate them here into well-being goals, instead focusing on the key levers we have at our disposal to be more sustainable.

This policy is applicable to staff, trustees and volunteers. Where possible, we will also seek to influence partners and suppliers.

### **Global citizenship as an underpinning driver**

If sustainable behaviours are to be rooted in all our work, it's important staff, volunteers and trustees have a reasonable understanding of global citizenship skills, values and knowledge in order to implement sustainable behaviours.

As well as covering global citizenship within new projects and activities, we'll also include global citizenship development opportunities in trustee and staff away days. All staff, volunteers and trustees will learn about global citizenship as part of their induction process.

### **Employment**

We are a real living wage employer which ensures salaries here in Wales are fair, and we also require our long term contractors to pay the real living wage. We don't have any particular need to recruit from overseas, but will be mindful of impacts any overseas recruitment might have on countries we are recruiting from.

### **Investments**

There are two roles WCIA plays in investment – through staff pensions and through direct investments. For direct investments, we have an Ethical Investment Policy. This includes, but is not limited to, divesting from fossil fuels, arms, pornography, cigarettes, extractive industries and alcohol.

Regarding staff pensions, we are legally required to provide auto-enrolment and there are very limited options for a charity of our size in offering an ethical auto-enrolment pension option. Our pensions are with Aviva and staff can choose to switch their pension to an ethical option. We will make staff aware of this option but are not able to offer financial advice.

### **Procurement**

We would like to ensure that our procurement minimises harm to people and planet. Where possible, we would like to procure in a way that has positive impacts.

Procurement is a small amount of our overall spend but still impactful. Our approach to procurement will include (but not be limited to):

- Reducing overall product consumption, seeking to avoid the use of material resources where possible
- Where material resources are required, seeking to re-use products or procure from within the circular economy
- Prioritise local purchasing and short supply chains for traceability and to avoid carbon emissions in transport of goods
- Use certification schemes to help us to buy deforestation free, slavery free and do no harm to people or planet
- Where items are sourced from overseas, buy items with Fairtrade certification where available – this includes coffee, tea, sugar and cotton for example
- Minimise office supplies as far as possible, and use recycled or refillable goods where not possible
- Catering suppliers should prioritise vegetarian and plant-based, locally and/or organically produced and unlikely to cause excessive waste. Caterers also must be Real Living Wage employers or working towards accreditation.
- Where using external printing services, we'll use recycled paper and suppliers who take sustainability seriously
- We buy refurbished and reconditioned electronic products NOT new – we should also seek reuse and waste free approaches to disposal
- Cleaning products used are biodegradable and not linked with deforestation through their palm oil content.
- We will not purchase single-use, disposable items or those that appear to cause harm to the environment, where suitable practical alternatives exist
- Where it is necessary to replace the following items, we aim to procure:
  - appliances deemed to be energy-efficient;
  - office furniture which is recycled, refurbished or certified as procured from sustainable sources;
  - paints which are water based and/or emit minimal environmentally damaging compounds.

### **Carbon emissions**

Our procurement practices above will reduce our emissions, but the biggest two impacts WCIA has on emissions are:

- office/home work accommodation, lighting and heating
- travel (staff, trustees and volunteers)

### **Office**

We will encourage our landlords at the Temple of Peace to improve energy efficiency.

Working at home or in the office, staff will attempt to conserve energy by:

- using energy efficient devices
- using renewable energy sources where possible
- reducing unnecessary use of heating and lighting
- minimising water use

Where they become available, we will signpost staff to grants to support increased energy efficiency in the home (e.g. for insulation or renewable heat sources).

### **Travel**

Staff, volunteers and trustees are encouraged to use active travel or public transport. We actively discourage the use of personal cars for work purposes. Should personal cars be used, we encourage electric vehicles from community car share schemes as

the first choice. Where using personal vehicles, car sharing should be used where people are travelling to the same destination.

Where a reasonable active travel or public transport option exists, but is not chosen, travel expenses will not be paid.

Use of a private vehicle for expensed travel should be approved by a line manager or expenses will not be paid. Exceptions are likely to be:

- no viable active travel or public transport option exists
- a large number of physical resources need to be carried (for example, for an exhibition)
- private vehicle use is required as a reasonable adjustment for a disability

To support staff with active travel, WCIA:

- Makes available the Cycle to Work scheme to all employees to a value of £600 to enable them to shift their transport choices for local journeys.

<https://www.cyclesolutions.info/>

- Staff, volunteers, Trustees, event participants and visitors will be made aware of the Temple's secure bicycle storage and shower facilities, so as to support those who wish to cycle to work or to meetings/events.
- To encourage cycling, we will pay a cycle mileage rate of 25p for trips where you would otherwise have claimed for bus, train or car travel. This does not include trips to and from home.
- Staff can work from home (or other locations) to reduce the carbon footprint of travel to the office.
- Staff, volunteers and Trustees will avoid physically travelling to meetings and other events where alternatives are available and practical, such as meeting
- online and attending conferences virtually. Where travel is necessary (e.g for the achievement of strategic goals), meetings will be organised in a way that minimises impact on the environment.
- Our default position on travel is to use overland options where available, however in instances where that is not suitable, or excludes participation of anyone with caring responsibilities, the travel proposal should be approved by the Chief Executive and/or Chair, and logged for triple-offsetting annually.
- WCIA recognise that carbon off-setting is no substitute for avoiding or reducing emissions, however, in instances where flying is the only option for international travel for staff, WCIA will triple-offset emissions via UN recognised and certified projects. Triple off setting and investing in carbon reduction projects helps to mitigate, in part, the imperfections within certification schemes. WCIA will calculate the amount annually at the end of the financial year.
- The WCIA will organise virtual events where practical to reduce participant travel.

## **Waste**

We are not currently a zero waste organisation but would like to move in this direction. Our current approach for staff (and catering suppliers) is:

- Encourage staff to minimise food packaging where at all possible through the use of reusable lunchboxes and water bottles
- Where there is waste, we provide food waste and mixed recycling options - Not to provide bottled water or delivered water, instead offering tap water only – this includes at public events.
- Minimising printing as much as possible
- Using reusable cups, plates, cutlery and other food service as much as we possibly can, and using compostable materials we cannot supply reusable materials

- Giving away or selling any unwanted items to avoid things going to landfill - Where we cannot sell or give away items, use a recycling firm to dispose of items

### **Protection of cultural heritage**

We are based in the Temple of Peace and Health in Cardiff. The building and many of the heritage materials within belong rightly to the people of Wales. Therefore, we will ensure those items under our protection are looked after.

We will make these publicly available where we can (for example, through digitisation). Where items are the responsibility of the landlord, we will share information with them, planning offices and others to enable the heritage of the Temple of Peace and Health is preserved for future generations.

### **Mutually beneficial partners rooted in equity**

We develop partnerships with people in Wales and around the world. Within our partnerships we will:

- Ensure those involved in partnerships are aware of the impact of differential power dynamics
- Have up-to-date safeguarding knowledge and have signed our safeguarding code of conduct
- Never perpetuate stereotypes
- Root partnerships in mutual respect and skills-sharing, and not be extractive in our relationships
- Openly and transparently share information, policy work and research so it can benefit others
- Provide opportunities for mutually beneficial international exchange to staff and volunteers
- Provide opportunities for partners to speak for themselves, rather than speaking for them

### **Inclusivity and welcome**

We will aim to be inclusive in all we do. This includes, but is not limited to:

- Ensuring people can access what we do whatever their protected characteristics and whatever their immigration status
  - Taking an anti-racist approach
  - Acting as an organisation of sanctuary for refugees wherever they come from
- Please see our Equality, Diversity and Human rights Policy for more information.

### **Staff engagement**

Through the regular staff meetings or directly to the Chief Executive or staffing committee, staff members and volunteers are encouraged to raise concerns and make suggestions about how we can improve the economic, social, environmental and cultural wellbeing of Wales and the world for current and future generations within the WCIA and through the WCIA's activities and by taking action in accordance with the principle of sustainable development. This could include:

- matters covered by this policy which staff feel are being insufficiently addressed;
- matters not covered by this policy which may be included in future revised versions or within the action plan.

### **Evaluation**

The Policy as a whole will be reviewed by trustees, with staff and volunteer input, every 3 years at a minimum, but the action plan can be updated at any time as new actions and ideas are suggested.

## Sustainability Policy action plan

<b>Priority Area</b>	<b>Baseline data 22 Action</b>	<b>Target by 2025</b>
<b>Sustainability policy training</b>	Staff are given the policy to read	All staff, trustees and volunteers trained and training embedded in induction processes for all
<b>Global citizenship training</b>	No explicit training in inductions or pre departure training	All current staff, trustees and volunteers have had at least one global citizenship training input (includes online engagement during induction) All induction processes and pre departure trainings include a global citizenship element
<b>Pensions</b>	Aviva auto-enrolment. Ethical option available but not default.	Include information about ethical provision in induction training.
<b>Travel</b>	We don't track mileage or emissions or have Cycle to Work scheme. We do have cycle mileage.	Overall reduction in flights and private car emissions Triple offset of emissions of diesel/petrol journeys and flights. Introduce cycle to work and promote cycle mileage.