

## **EEB ENVIRONMENTAL AND SUSTAINABILITY POLICY STATEMENT**

The European Environmental Bureau (EEB) is Europe's largest network of environmental citizens' organisations. We stand for sustainable development, environmental justice & participatory democracy.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our long-term strategies and operating methods, with regular review points. We will encourage our member organisations, suppliers and other stakeholders to do the same.

### **Policy Aims**

We endeavour to:

1. Continually improve and monitor environmental and sustainability performance, going beyond compliance with all relevant regulatory requirements for associations set up under Belgian law.
2. Continually improve and reduce environmental impacts.
3. Incorporate environmental and social responsibility factors into our decisions.
4. Increase employee awareness.

### **Responsibility**

All employees share the responsibility to ensure that the aims and objectives of the environmental and sustainability policy are implemented within their area of work.

### **Monitoring and Improvement**

- We will involve all staff in the implementation and monitoring of this policy, for increased awareness, greater commitment and improved performance.
- We will review this policy and any related issues at our monthly staff meetings and Coordination Unit meetings.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.

### **Areas of Focus**

#### ***Paper***

- We will continually reduce the use of paper in the office.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will evaluate if digital distribution is enough before printing publications. When printing a publication is deemed necessary, we will prepare a detailed distribution plan to avoid oversupply.

### ***Energy and Water***

- We will seek to reduce the amount of energy used as much as possible and encourage our landlord to choose green energy providers.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- We will not buy bottled water for the office. We will reduce the use of bottled water at events organized externally as much as possible.

### ***Suppliers and office supplies***

- We will evaluate if the need can be met in another way before purchasing equipment (for instance by renting/sharing).
- We will ask all suppliers to provide us with their environmental and sustainability policy and make this an integral part of our selection criteria.
- We will evaluate the environmental impact of any new products or services we intend to purchase.
- We will favour more environmentally friendly and efficient products as well as companies with high social responsibility standards wherever possible.

### ***Transportation***

- We will strive to reduce the need to travel by promoting the use of travel alternatives such as e-mail or video conferencing.
- When organising events, we will strive to choose locations that are well-connected by public transport and where possible offer teleconferencing facilities for remote, on-line participation
- We will encourage our members and the experts and speakers that we work with to choose the most environmentally friendly means of transport when attending EEB events.
- When deciding on reimbursements for members, we will take equal opportunities, budget availability and regional and organisational balance into account.
- We will monitor and continually strive to reduce CO2 emissions linked to EEB events and activities.
- We will encourage our staff to use public transport or bicycles/walking.

### ***Waste***

- We will reuse and recycle everything we are able to.
- We will continually reduce waste in the office.
- We will sort biowaste in a separate bin.
- We will only use licensed and appropriate organisations to dispose of waste.
- We will organise a meeting about our office waste practices for new staff at least once a year.

***Events and catering***

- We will ask all venues and hotels to provide us with their environmental policy and make this an integral part of our selection criteria. We will favour more environmentally friendly and sustainable venues and hotels wherever possible.
- We will ask all caterers to provide us with their environmental/sustainability policy. We will favour sustainable caterers with high social responsibility standards that use seasonal and locally sourced bio-products whenever possible.
- We will only serve vegetarian and vegan food to reduce the environmental impact of EEB events and meetings. We will strive to minimize left-overs and look for solutions where they can be donated to charities or similar.
- We will favour healthy snacks (fruit, nuts) over cakes and sugar.

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