



Environmental Policy

Adopted by Swedwatch's Board of Directors on 3 October 2008. Revised on 17 November 2010 and on 18 December 2019.

Policy Statement

The purpose of Swedwatch's Environmental Policy is to reduce the material footprint of the organisation to the greatest extent possible, while contributing to sustainable development in all aspects of our activities.

Swedwatch's environmental values are fully aligned with SDG 12 on Responsible Consumption and Production. We seek to promote resource and energy efficiency, sustainable infrastructure, and provide access to basic services, green and decent jobs and a better quality of life for all. Further, all Swedwatch activities are designed to be fully compliant with the Swedish Environmental Code and laws on environmental protection.¹

Through our programming we highlight negative environmental impacts that may arise in various businesses and industries globally. We also desire that our own operations are informed by environmental awareness and that we constantly seek to improve our way of working in order to minimise potential negative impact on the environment and to target climate neutrality. Swedwatch routinely analyses its own production chain, in order to reduce resource use, degradation and pollution along the cycle, while seeking to increase the quality of our work outputs.

This policy is meant as a brief overview of Swedwatch's ambitions regarding own environmental impact, with a focus on key measures staff are expected to take related to high risk areas such as travel, waste management and procurement. As the policy does not pretend to be comprehensive, Swedwatch staff are encouraged to reference the UNEP Green Meeting Guide, which offers a more extensive list of actions for reducing an organisation's material footprint.²

Travel

Agreeing that the most effective way to target climate neutrality is to reduce greenhouse gas (GHG) emissions to the absolute minimum, Swedwatch staff are discouraged from travel unless absolutely required to achieve programmatic objectives and where alternative arrangements (video conferencing, remote management, etc.) do not avail themselves. Swedwatch staff shall not fly business class unless absolutely necessary and approved by the Director or Head of Administration and Finance.

Where travel is deemed necessary, we strive to choose the most environmentally friendly passenger transport, choosing public transport over taxis and private cars, provided that the selected means also meets security requirements. When taxis are hired, our first choice are companies with environmentally friendly cars. Flights should not be used for domestic travel in Sweden, unless there are exceptional circumstances and approval from the Director or Head of Finance and Administration. For journeys outside of Sweden, Swedwatch opts for trains or ferries over flights. Air travel is allowed if the total time for a one-way journey with another means of transport exceeds

¹ <http://www.swedishepa.se/Guidance/Laws-and-regulations/The-Swedish-Environmental-Code/>

² https://www.unglobalcompact.org/docs/issues_doc/Environment/Green_Meeting_Guide_WEB.pdf



eight hours; hence a trip from Stockholm to Oslo or Copenhagen *would not* motivate air travel while a trip from Stockholm to Berlin or Brussels or Geneva *would* motivate air travel.

Conferences and accommodation

Swedwatch staff arranging hotels for work travel should seek eco-labelled³ accommodation and accommodation that has a collective labour agreement or conditions in line with these where possible and in line with Swedwatch's general principles regarding procurement. Eco-labelled hotels are the first choice when Swedwatch organises seminars or conferences or books overnight stays. When eco-labelled venues are not available, facilities with an explicit environmental profile should be selected where possible. Preference should always be given to hotels which make efforts to reduce waste (e.g. avoiding disposable products) and have appropriate and controlled systems for waste collection and recycling.

The aforementioned requirements should be conveyed to the travel agency in connection with the booking. If the booking cannot be completed through the travel agency, the search engine www.bookdifferent.com can be used to find hotels matching these requirements. The requirements are applicable to all bookings made or funded through Swedwatch and encompass staff, partners, consultants, and any other individuals funded through our activities.

Use of energy and other resources

Swedwatch strives at all times to reduce energy use in the office. We do this, for instance, by contracting eco-labelled electricity providers⁴, ensuring that computer screens and printers automatically shut down when unused (by enabling the energy saving features on equipment), procuring low energy lighting and switching off lights and other electrical equipment outside office hours. When purchasing new equipment that requires a heavier energy load (printers, appliances, refrigerators, etc.), we choose models with the lowest electricity consumption.⁵ Recycled or re-purposed equipment and supplies may also be considered when feasible and in line with requirements.

Where Swedwatch is hosting an event, preference is given to venues with environmental policies, management systems or action plans. In addition, Swedwatch adopts green office practices to conserve energy at the venue, such as selection of energy efficient buildings, maximising use of natural light, introducing energy efficient bulbs, and limiting use of air-conditioning. The materials used for the event should be reduced to what is strictly necessary. For instance, meetings should be as paperless as possible, in favour of electronic transfer.

Swedwatch strives to reduce the use of consumable materials and water. For example, our invoices, documentation and quotations are sent electronically wherever possible. Recycled printer cartridges are used whenever available. All staff are urged to avoid wherever possible purchase of single use plastics or products with unnecessary packaging. Wherever feasible, we use tap water for drinking; where bottled water is a health requirement, Swedwatch opts for bulk dispensers over individual containers.

³ For environmental labelling standards see: <http://www.ecolabelindex.com/>

⁴ See <https://www.naturskyddsforeningen.se/node/12484> for more information.

⁵ Using for example guidance from the Swedish Society for Nature Conservation: <http://www.toptensverige.se/>



In selecting products, Swedwatch prefers environmentally friendly and/or ecologically sound products and services. We choose eco-labelled, fair trade consumer products⁶ if available. For cleaning products, Swedwatch strives to make significant reductions in negative impact by always selecting eco-labelled cleaning products and strictly limiting the use of chemicals.

Waste management

Swedwatch minimises waste generation, for example by not using disposable products when reusable materials are practical and available to use. We sort all waste in the workplace. Printer and copier cartridges are returned to companies that handle them in an environmentally sound manner. As noted previously, staff are encouraged to avoid wherever possible purchase of single use plastics (such as single use bottled water containers) or unnecessary packaging.

For meetings and events hosted by Swedwatch, we strive to keep waste generated during the gathering to an absolute minimum. We avoid unnecessary handouts and giveaways. All promotion material, delegate bags, and gifts should be eliminated or minimised. Signage such as flags or banners should be produced using sustainable or recycled material with consideration of potential re-use. In selecting venues, preference is given to sites with appropriate and controlled systems for the collection and recycling of waste.

Procurement and external suppliers⁷

Swedwatch incorporates environmental and social considerations in the procurement of all goods and services. These are introduced either as qualification requirements (demands the supplier must meet in order to win the tender) or evaluation criteria (scoring system whereby suppliers are rated according to whether they satisfy criteria). We avoid involvement with suppliers and potential clients who are not environmentally responsible, do not share our environmental values, or fail to respect relevant national laws and provisions. Swedwatch shall as far as possible choose environmentally friendly alternatives when purchasing goods and services. Eco-friendly alternatives can be ecological, re-used or ecolabelled. Resource-efficiency should also be taken into consideration.

Ecolabelled products should be prioritised whenever available. The markings should be credible and based on independent third-party certification. If several labels are available, the one that is most robust in its requirements should be selected. Examples of preferred certifications include: Fair Trade, UTZ - Rainforest Alliance (environmental certification that includes social requirements), TCO Certified (standard that includes social requirements), Euro Leaf, Swan, Good environmental choice, COTS, FSC, and MSC. If a supplier can demonstrate that their unlabelled product meets the certification required, such a good may be selected.

Implementation and accountability

Swedwatch's Director will be accountable for the implementation of the Environmental Policy. However, all staff have a responsibility to demonstrate awareness and knowledge of the policy and are expected to apply these principles in day-to-day operations. Thus, all staff share equal responsibility for implementing the policy.

The Head of Finance and Administration will report annually on any compliance issues, as well as suggesting mitigation measures and adjustments to the policy. The annual review should include

⁶ <https://www.fairtradecertified.org/products/>

⁷ More detailed guidance on procurement is found in Swedwatch Procurement Guidelines



mention of any new measures undertaken for resource efficiency or to minimise our ecological footprint; it should summarise our total GHG contribution in key emission areas such as travel.