



HUMANITARIAN IMPACT INSTITUTE

Inclusive Learning

Environmental Sustainability HII Policy

HII GHG Reduction Plan

This policy explains HII's policies and processes to reduce environmental impact, including minimising greenhouse gas (GHG) emissions.

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The Humanitarian Impact Institute (HII)

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info@hi-institute.org

<https://hi-institute.org>



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Policy Statement

HII operates with three guiding principles that must be adhered to in all of our work and decisions. Our work must be:

1. Sustainable,
2. Intersectional, and
3. Community Validated.

This policy outlines HII's policy on the 'sustainable' component.

HII's potential to impact the environment negatively is substantial.

HII views climate change as an existential crisis that disproportionately affects communities in less developed countries that are the least responsible for causing it.

At HII we must do everything we possibly can to reduce our contribution to this crisis. Every decision we make has a carbon footprint. We must therefore take our environmental impact into account when making every decision.

Purpose

The purpose of this policy is to outline the methods by which HII tracks, reports and reduces our gross emissions and then offsets our residual emissions.





Our Environmental Impact

For the purposes of this policy, HII's environmental impact is categorised into GHG emissions and environmental degradation as follows:

Impact Category	GHG Emissions	Env. Degradation
Travel: Flights	Scope 3	Raw materials, land clearing, pollution
Travel: Accommodation	Scope 3	Raw materials, land clearing, pollution
Travel: Ground transport	Scope 3	Raw materials, land clearing, pollution
Travel: Meals and beverages	Scope 3	Land clearing, pollution
Travel: Energy	Scope 3	Raw materials, land clearing, pollution
Travel: Waste and recycling	Scope 3	Raw materials, land clearing, pollution
Meetings: Room Hire	Scope 3	Raw materials, land clearing, pollution
Meetings: Catering	Scope 3	Land clearing, pollution
Entertainment and rewards	Scope 3	Raw materials, land clearing, pollution
Office: Energy	Scope 2	Raw materials, land clearing, pollution
Office: Paper	Scope 3	Land clearing
Office: Consumables	Scope 3	Raw materials, land clearing, pollution
Office: Cleaning and maintenance	Scope 3	Raw materials, pollution
Office: Waste and recycling	Scope 3	Raw materials, land clearing, pollution
Home Office: Energy	Scope 2	Raw materials, land clearing, pollution
Home Office: Paper	Scope 3	Land clearing
Home Office: Consumables	Scope 3	Raw materials, land clearing, pollution
Home Office: Cleaning and maintenance	Scope 3	Raw materials, pollution





Home Office: Waste and recycling	Scope 3	Raw materials, land clearing, pollution
ICT: Servers, software, hosting	Scope 3	Raw materials, land clearing, pollution
ICT: Devices and hardware	Scope 3	Raw materials, land clearing, pollution
Contractors: Professional services	Scope 3	Raw materials, land clearing, pollution

GHG Reduction Plan

Principles

Our principles for sustainability are:

- We will do everything within our control to reduce our GHG emissions and broader environmental impact.
- We will offset our residual emissions in the most impactful way possible and be thoughtful and transparent about this.
- For any plastic HII consumes, we will remove the equivalent amount of plastic from the planet's waterways.

Reporting

HII will publish on our website annually our self-reported environmental impact including:

1. Total Gross Annual GHG Emissions
2. Total Annual GHG Emission Offsets
3. Total Net GHG Emissions
4. Total Annual GHG Emissions Scope 1
5. Total Annual GHG Emissions Scope 2
6. Total Annual GHG Emissions Scope 3
7. Details on the voluntary GHG Emission Offsets purchased including the purchase modality, prices paid, an assessment of their quality/longevity and links to verification of our purchase and their implementation.

Reporting Mechanisms

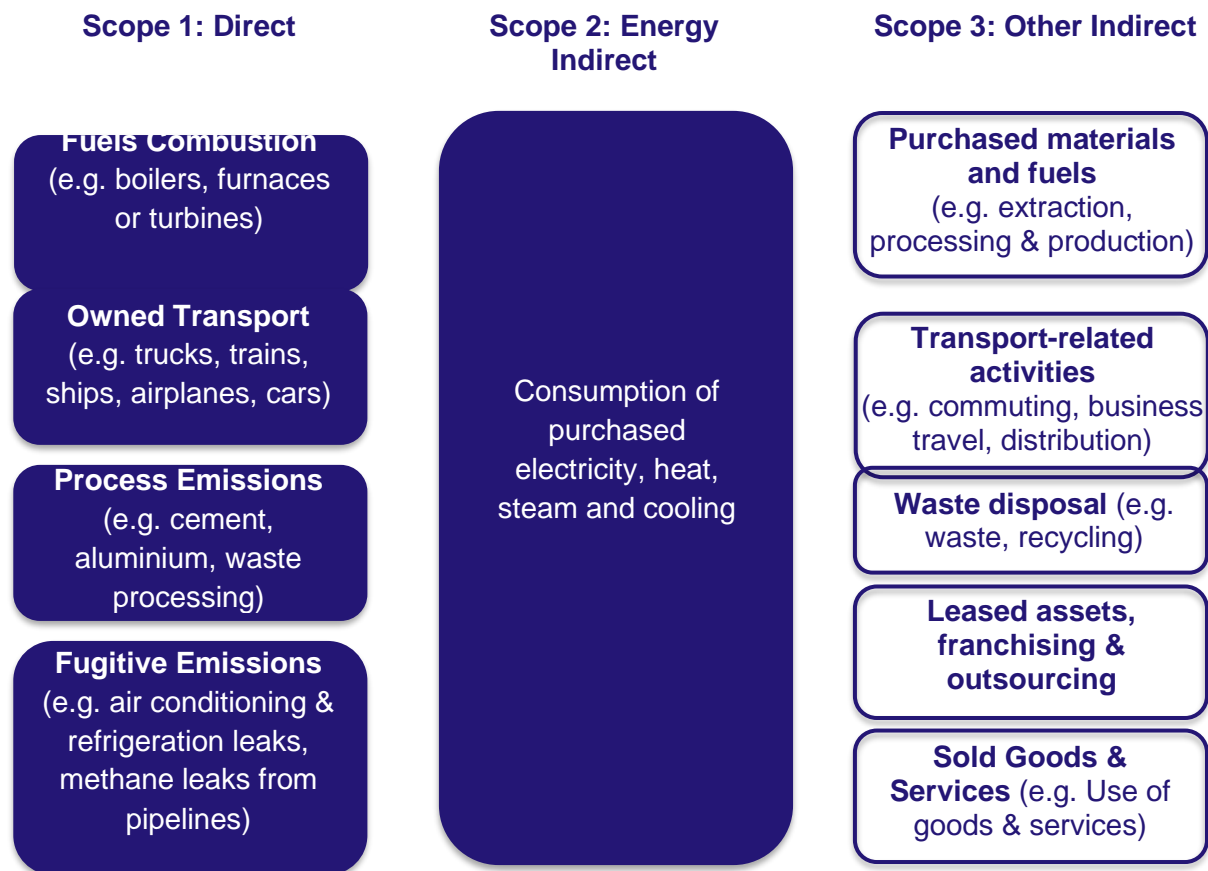
The *HII Guideline: GHG Reporting* outlines the forms and processes for reporting individual, office level and organisational GHG emissions for all of our Scope 1, 2 and 3 emissions including our travel, offices, ICT, contractors, meetings, entertainment and rewards.

HII acknowledges that the most challenging GHG reporting data to collect is that from contractors and external purchases. We commit to continually improving our methodologies and data collection efforts on this front.





Categories of GHG Emissions (known as 'Scopes')



Travel

For at least the next decade, travel will always be the most environmentally destructive aspect of HII's operations. Air travel in particular is one of the single biggest GHG emitting sectors and as a result will be the reason for most of HII's offset purchases.

However, there are many changes HII's personnel can make to limit our impact. These are listed below and should always be followed, even if it costs more or takes more time. The only time these should not be followed is when operationally there are no alternatives or when safety is paramount. For example, in a high-risk environment there are no alternatives to traveling in an armoured diesel-powered vehicle. Likewise, transport delays sometimes make plans for lower impact travel no longer possible. Regardless, all aspects of travel are to be reported according to the *HII Guideline: GHG Reporting*.

HII requirements for reducing environmental impact related to travel are as follows:

1. Travel decisions should be made in consideration and in balance with the environmental impact of that travel. This means that travel should only occur if an objective cannot be realistically achieved otherwise.
2. Use the lowest impact form of transport possible. The order of preference is:
 - a. Walking or cycling (most cities in developed countries have cycle hire schemes, helmets, personal safety, following local laws and using common sense are required)





- b. Public transport (preferably train or tram where possible)
 - c. Electric taxi (we are willing to pay more for electric transport if there is an option)
 - d. International travel by train
 - e. International travel by plane is the least preferred method
3. Choose safe but low impact accommodation. Wherever possible assess accommodation choices by:
 - a. Renewable energy powered hotels should be booked wherever feasible.
 - b. For hotels not powered by renewable energy, there are indicators that likely make their environmental impact, energy use and GHG emissions higher than others, these are:
 - i. swimming pools,
 - ii. higher star ratings,
 - iii. large air-conditioned atriums and common areas, and
 - iv. in water scarce environments, large gardens requiring excessive water consumption.
4. Food and beverage:
 - a. HII does not pay for the consumption of meat or seafood. These products are enormously destructive environmentally compared to any other food or drink.
 - b. Personnel should travel with reusable coffee/tea mugs and avoid the use of disposable coffee and teacups.
 - c. Personnel should travel with a reusable drink bottle. When traveling to places where the water is not potable, personnel are encouraged to refill their bottles from large reusable water dispensers and avoid single use plastic water bottles if possible. Wherever possible and when it is unavoidable, it is preferred that personnel use *recycled or glass* single use water bottles.
 - d. In your hotel room, use natural light where possible, do not leave lights or air conditioning on when not in the room and set the air conditioning temperature to the highest comfortable level.
 - e. Locally produced drinks are preferred over imported drinks.
5. There is guidance below for meeting room hire.
6. Avoid printing paper tickets - display tickets on devices instead.
 - a. If an airline insists that tickets must be printed, then the printer should be configured to print two pages per sheet and then print on two sides to minimise paper usage.
7. All GHG emissions from travel must be reported according to the *HII Guideline: GHG Reporting* at the conclusion of the trip.

Meetings, Entertainment & Rewards

When arranging internal or external meetings that HII is hosting, the following considerations need to be applied:

1. Select the smallest financially viable meeting room possible to achieve the objective - larger rooms have larger environmental and GHG footprints. Where the weather and facilities allow, outdoor meeting spaces are preferred and encouraged.
2. Meeting catering is limited to main meals, drinks, tea and coffee.
 - a. We do not provide snacks as this almost always creates food waste.





- b. Plant-based milks should be available.
 - c. HII does not pay for the consumption of meat or seafood. These products are enormously damaging environmentally compared to any other food or drink.
 - d. Locally produced drinks are preferred over imported drinks.
3. The following applies to meeting consumables:
 - a. Avoid all single use products such as hotel pens, hotel notepads and single use plastic water bottles.
 - i. In locations with non-potable water and where facilities allow, request in advance that a large reusable water dispenser is provided instead of single use water bottles. Meeting attendees should bring their own reusable water bottle.

HII is generous with environmentally conscious entertainment and rewards. The environmental impact of entertainment and rewards should be considered as part of the purchasing decision, and then reported according to the *HII Guideline: GHG Reporting*.

Office & Home Office

HII operates few offices directly. Most places of work are in the homes of personnel (home offices). HII has less control over home offices than offices directly operated by HII, as such the policy is nuanced to accommodate this.

Likewise, many of the countries where HII works are fragile, underdeveloped and conflict affected, making many energy efficiency measures unrealistic.

Regardless of this, we report all office emissions by following the *HII Guideline: GHG Reporting* in order for us to track these emissions and find ways to improve.

Principle

We are proud that we prioritise sustainability over the aesthetic presentation of our offices, and we adapt our ways of working accordingly. Professionalism is not shiny new offices, it is commitment to our principles in everything we do.

Energy

For all offices operated directly by HII:

1. Large common, waiting or non-working spaces are unnecessarily damaging environmentally and HII offices should limit these.
2. Similarly, HII offices should not have an excess of meeting rooms for the same reason.
3. Energy must be sourced from renewable energy wherever possible.
4. Our offices must have the highest energy efficiency ratings that are economically possible.
5. Natural lighting is to be used in all possible cases.
6. Energy efficient LED lighting should be installed and light globes removed from locations where lighting is not required or where the lighting is aesthetic more than functional.





7. Appliances for refrigeration, cooking and boiling water must be right-sized, electrically powered and have the highest efficiency ratings possible.
8. The carbon footprint of offices with lifts or escalators are not for us. Our offices are accessible without needing these.

For home offices not operated by HII we encourage personnel to transition their domestic energy supply to renewable energy wherever possible. If this is possible and there is an additional cost for this, HII will consider contributing to this cost on a case-by-case basis.

Many countries offer incentives to make working spaces more energy efficient. Where these are available, HII should apply for support to increase office insulation, reduce window energy loss and install energy and water efficient bathrooms, lighting, flooring and appliances.

HII encourages personnel to hold meetings while walking outside wherever the topic, meeting size, notetaking and security situation allows. Our technology also enables this with colleagues in different locations. This reduces the need for meeting rooms and has the benefit of breaking up the workday by getting our people outside and out of a chair.

Printing

It is HII's policy not to print any document except final copies of official documents that cannot be avoided. All documents requiring signatures that are prepared by HII should be executed electronically.

Business cards should be printed on 100% recycled paper and their production emissions offset. The printing of business cards is limited to personnel who require them for government relations or fundraising purposes only.

Toilets

Wherever possible, HII encourages the use of *non-bleached bamboo toilet paper* without plastic packaging.

HII operated offices are to have water saving toilets installed.

Waste Management

Because HII does not print documents, the waste footprint of HII's offices will mostly comprise the food and drink consumed by our personnel, cleaning products, packaging (from hardware, business cards and business supplies), junk mail and hygiene waste.

HII offices therefore have the following mandatory policies:

- All offices will have recycling points with clear signage on what is recyclable. This will include compostable food waste, cans, glass and cardboard/paper.
- Drinks purchased in single use plastic containers are not permitted to enter HII offices.
- Personnel are encouraged to bring lunch from home or to 'eat-in' if going out for lunch, to avoid the use of packaging.





- Potable drinking water must be available in all HII offices. In locations where the tap water is not drinkable, it will be provided either by the installation of a filter or a watercooler using large reusable water containers.
- Office tools and hardware such as pens or a keyboard should be purchased from a local store within walking distance wherever possible, rather than ordering supplies for delivery (which have a higher carbon footprint and will come with additional packaging).
- All office furniture such as desks, chairs and tables are to be purchased second-hand/used unless there is an exceptional requirement that cannot be met this way.

ICT

During onboarding all personnel are asked to set their default browser to Ecosia. Searches on Ecosia are as good as Google 98 out of 100 times which is sufficient to justify the [significant reforestation benefits](#) that arise from using Ecosia. While Ecosia is the default, Google can still be used whenever needed.

All HII software, hosting and servers are powered by renewable energy and their residual emissions offset as standard. Exceptions can be made in exceptional circumstances, but the emissions must be reported.

High quality hardware should be purchased that will last at least three years, preferably longer. When hardware is no longer fit for purpose, it should be donated to an appropriate organisation or recycled, depending on its condition.

Contractors

The *HII Policy: Procurement* outlines the mandatory climate, environmental, gender and inclusion evaluation criteria that must be applied to all sub-contracting and purchasing.

Offsetting

Greenhouse Gas Offsetting

It is impossible for any individual or organisation to completely remove their environmental impact. For example at HII, we must travel sometimes in order to have the impact on the world we seek.

As a result, HII offsets all of our residual emissions annually through the purchase of carbon credits from the voluntary market. These carbon credits must be:

1. independently verifiable, audited and have published evidence of their existence and our ownership of them;
2. permanent;
3. community-led (not internationally led) initiatives in developing economies; and
4. implemented to benefit women, minorities or excluded groups.





The tonnes of CO2 to be offset annually will be the aggregated amount reported from 1 January to 31 December each year. The cost of offsetting is budgeted as a direct expense in all projects, and the corporate operations budget contains a budget for offsetting residual corporate emissions.

Plastic Offsetting

This policy aims to minimise as much as possible our use of single use plastic packaging. However, like GHG emissions, plastic is impossible to avoid entirely for an organisation like HII. As a result, each year HII aggregates the kg of plastic we have consumed from 1 January to 31 December and then purchases plastic offsets.

Purchasing plastic offsets is a practical way to directly fund the extraction of plastics from the world's waterways.

Mission Focus

HII's vision means that we must encourage and help as many other organisations [in our industry] to adopt environmental sustainability policies at least as good as ours.

This policy does not aim to be a competitive advantage for us. We should therefore adopt the principle that we will help other organisations do so, by sharing our policies, tools and advice with them when and if asked. To that end, this policy has a Creative Commons License that allows other organisations to use, provided HII's policy is appropriately referenced (at the beginning of the documents).

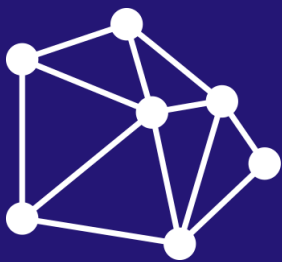
Next Policy Review

This policy is a progressive living document that will be updated regularly and formally reviewed annually.

Feedback

Questions and feedback on this policy should be directed to info@hi-institute.org





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