

HAI's Environmental Safeguarding Policy

Humanitarian Aid International (HAI) is committed to promoting sustainability and reducing the environmental impact of its operations. We believe that safeguarding the environment is essential to ensuring a healthy planet for future generations. This policy outlines our approach to environmental responsibility and sets clear expectations for all employees and stakeholders.

Purpose

The purpose of this policy is to demonstrate HAI's commitment to environmental sustainability, ensuring that all operations and activities minimise their environmental impact. The policy provides a framework for HAI's actions to support the environment, including energy conservation, waste reduction, and the promotion of sustainable practices both within the organisation and through our partnerships.

Scope

This policy applies to all employees, volunteers, contractors, and partners associated with Humanitarian Aid International (HAI). It covers all activities undertaken by the organisation, including office operations, events, and collaborations with external partners. The policy serves as a guide for employees to make environmentally conscious decisions in their daily work, and to encourage partners to adopt similar sustainable practices.

Environmental Safeguarding Policy Clauses

1. Environmental Awareness and Energy Conservation

At HAI, we actively strive to reduce our environmental footprint. We ensure that all employees and stakeholders are mindful of energy consumption by promoting simple energy-saving actions. For example, we encourage employees to turn off lights, computers, and other electrical devices in areas that are not in use, thus reducing unnecessary energy consumption. We believe that even the smallest actions can contribute to a larger environmental impact, and we promote a culture of energy awareness in all our operations.

2. Plastic Waste Reduction

As part of our environmental commitment, HAI has implemented a strict policy to eliminate the use of plastic bags within our organisation. We actively encourage the use of reusable and sustainable alternatives, such as cloth bags or containers, to reduce plastic waste. This policy

is an integral part of our efforts to minimise the environmental harm caused by single-use plastics.

3. **Sustainable Partnerships and Encouraging Environmental Responsibility**

HAI also extends its environmental responsibility to our partners. We actively promote and encourage our partners, suppliers, and collaborators to adopt environmentally friendly practices in their operations. This includes ensuring that they take steps to reduce waste, conserve energy, and avoid harmful practices. As part of our commitment to sustainability, we prioritise working with organisations that align with our environmental values.

4. **Continuous Improvement**

We are committed to the ongoing evaluation and improvement of our environmental practices. Regular audits and assessments are conducted to ensure that we are upholding our environmental safeguarding objectives. We are always open to innovative solutions and encourage the participation of all employees in suggesting ways to improve our environmental impact.

5. **Compliance with Environmental Regulations**

HAI adheres to all local and international environmental regulations and strives to exceed legal requirements where possible. We are committed to ensuring that all aspects of our operations are conducted in an environmentally responsible and legally compliant manner.

Note: Any queries, feedback, or complaints regarding environmental practices or compliance should be addressed to the **HR & Compliance Officer** of the organisation.

Declaration & Acknowledgement

I, the undersigned, acknowledge that I have read, understood, and received a copy of the **Environmental Safeguarding Policy** of **Humanitarian Aid International (HAI)**. I recognise the importance of maintaining sustainable practices in our organisation and agree to uphold the environmental principles outlined in the policy.

As an employee of HAI, I commit to the following actions:

1. **Energy Conservation:** I will ensure that lights, computers, and other electrical devices are turned off when not in use, and I will be mindful of energy usage in the office or other workspaces.

2. **Plastic Waste Reduction:** I will refrain from using plastic bags and will adopt environmentally friendly alternatives, such as reusable bags or containers, in line with the organisation's policy to reduce plastic waste.
3. **Sustainable Practices:** I will support HAI in promoting and encouraging our partners and collaborators to engage in environmentally responsible practices. I will strive to incorporate sustainability into my work and encourage colleagues to do the same.
4. **Adherence to Policy:** I will adhere to all environmental guidelines and support the continuous improvement of the organisation's sustainability initiatives.

I understand that HAI is committed to environmental safeguarding and that my participation and adherence to these practices are vital to the success of our efforts. I acknowledge that failure to comply with the Environmental Safeguarding Policy may result in further action, as per the organisation's internal policies.

Employee Name: _____

Employee Position: _____

Employee Signature: _____

Date: _____

Policy Review & Finalisation:

Approved By: HAI Board

Date: 13 February 2025