



CW4WAfghan Green Policy

Afghanistan Country Office

Adopted: February 1, 2013

I. Purpose

Our organization has introduced this green policy in an effort to reduce our environmental footprint, to demonstrate best practices in environmentally friendly attitudes and behaviours, and to contribute in every way we can to preserving the environment around us.

We recognize that our actions have an impact on the earth, and that the health, happiness and welfare of those we seek to assist depends on the long-term safeguarding of their physical environment. Part of good development practice is to promote a healthy, safe, clean environment, and in line with the development principle of “do no harm,” we are conscientiously seeking to reduce our carbon footprint, improve our recycling capacity, reduce reliance on packaging, minimize waste, and improve efficiencies in all of our operations.

We recognize that environmental degradation will jeopardize all of Afghanistan’s development objectives, unless more individuals and institutions take responsibility at a personal and a professional level to change practices that harm our environment. We are acknowledging this responsibility through this policy, and commit to implementing it in full.

II. Principles

In guiding the application of this policy, the following general principles are in force.

1. At all times, we endeavor to practice the three ‘Rs’ in our daily routine: *Reduce, Reuse, and Recycle*.
2. We strive to make our environmental commitments an integral part of all of our day-to-day activities.
3. We take personal responsibility for our consumption and our impact on the environment.
4. We demonstrate and promote best practices in environmental stewardship personally and all those we come into contact with professionally, including volunteers, partners, and guests and visitors to the office.
5. We will meet or exceed all Afghan environmental protection legislation.
6. We will encourage the adoption of similar practices by our partners and contractors.
7. We will strive towards continuous improvement in our environmental protection standards, and will update this policy periodically.

III. Application

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CW4WAfghan Network: Atlantic, Calgary, Edmonton, Grande Prairie, Kingston, Oakville/CSAW, Okanagan/LW4LW, Manitoba, Ottawa, Peterborough, Saskatchewan, Vancouver, Victoria

This policy applies to all employees, contractors, consultants, volunteers, interns, guests and visitors on site at the Country Office in Kabul of Canadian Women for Women in Afghanistan (CW4WAfghan).

This policy shall be posted in a visible area in the office where it is easily viewed by all staff and visitors. The policy will be reviewed annually in a regular staff meeting, at which time all staff members will receive a printed copy of the policy. The policy shall also be publicly accessible via CW4WAfghan's website.

Progress, results, and shortcomings that are documented by monitoring of the application and enforcement of the policy shall be included in specific sections of the following regular reports:

- Country Director Reports
- Annual Impact Report
- Staff Performance Assessments (Self and Supervisor versions)

IV. Procedures

This section details the specific practices and procedures mandated by this policy, and to be strictly observed by all staff, consultants, contractors, volunteers, visitors and guests at the Country Office. There are five sections of procedures, including: 1. Transportation; 2. Equipment, Stationery and Supplies; 3. Improved Efficiency; 4. Composting and Recycling; and, 5. Doing Business with Environmentally-Friendly Organizations and Firms.

1. Transportation

- 1.1 Recognizing that a major source of harmful greenhouse gases produced by human activity is vehicular carbon dioxide (CO₂), all vehicles owned, rented or leased by the Country Office are required to be inspected annually for fuel consumption efficiency, and to reduce exhaust produced by the vehicle. Regular maintenance of the vehicles, including regular tire inflation, in general will also help to reduce emissions and lower fuel costs. An inspection by a qualified mechanic is required whenever the engine light in any CW4WAfghan vehicle goes on, which likely indicates an emissions defect.
- 1.2 Any new or used vehicles procured by the Country Office will prioritize fuel efficiency when selecting a vehicle make and model.
- 1.3 The Country Office will encourage staff to walk, bike, use public transit, and carpool whenever possible to reduce vehicle emissions.
- 1.4 The Country Office will always endeavor to combine trips to reduce driving time, and thus save fuel and reduce emissions.
- 1.5 CW4WAfghan drivers will never leave vehicles idle. If the car is parked, or stopped for longer than two minutes, the engine must be turned off.

2. Equipment, Stationery and Supplies

- 2.1 The Country Office returns all water cooler bottles to the distributor company for re-use.

2.2. The Country Office will not purchase or consume small water bottles. Large water cooler containers and boiled tap water are the only sources of drinking water permitted for use in the Country Office.

2.3 The Country Office will not use any disposable products during catered events, such as paper or plastic plates, paper or plastic cups, utensils, paper napkins, or otherwise. Only reusable plates and other dinnerware may be used.

2.4 When procuring appliances and electronics, the Country Office will investigate efficiency ratings and prioritize this as criteria when selecting makes and models.

2.5 In all items procured by the Country Office, we will seek products with minimal packaging, and we will re-use packaging to every extent possible (cardboard, plastic wrap, bubble wrap). The supplies/stock area of the office will include an area for storing re-usable packaging items.

2.6 The Country Office will only purchase and use energy efficient light bulbs.

2.7 The Country Office will always purchase locally grown fruits and vegetables unless unavailable.

2.8 The Country Office will never use any products (such as paint, cleaning supplies, or other household chemical items) that contain the following ingredients:

- Lead
- carbon monoxide (CO)
- formaldehyde (H₂CO)
- benzene (C₆H₆)
- nitrogen dioxide (NO₂)
- naphthalene (C₁₀H₈)
- Phthalates
- Radon
- Terpenes

3. Improved Efficiency

3.1 All paper printed in the Country Office will be printed double-sided only.

3.2 The Country Office will endeavor to re-use paper whenever possible. Printed documents acquired outside of the office and printed single-side will be re-used for printing on the other side whenever possible. Re-usable paper will be set aside in a labeled box where it is accessible to all office staff. Single-sided documents can also be re-used by cutting them into small pieces to be used as scrap notepaper. Finally, used double-sided paper can be used for starting fires in the *bukhari* stoves.

3.3 All lights and other equipment (air conditioner, printers, chargers and other electronics) should be shut off when not in use, aside from lights needed for security.

3.4 The Country Office will take care to use heat and cold energy sparingly. For instance, when a room is not occupied, it should not be heated or have an air conditioning unit active.

3.5 The Country Office will carry out an annual insulation and weatherproofing inspection to identify and repair leak sources in the office building, such as window cracks, holes in walls, un-insulated walls, doors or windows that do not shut properly.

3.6 In warm weather, all laundry will be air dried instead of dried in a dryer machine.

3.7 Staff should turn off computers at night and whenever not in use for prolonged periods.

3.8 Absolutely no smoking is permitted inside the Country Office building.

3.9 Tin stoves (*bukharis*) or any other stove or burning device or site (including pit fires) in use in the Country Office will strictly prohibit burning of any toxic products including the following:

- Pressure-treated lumber (contains treatment compounds), oil-based painted wood, and any form of engineered sheet or wood goods (contains glue compounds) including plywood, particle board, press board, Orientated Strand Board, or Medium Density Fiberboard
- Styrofoam containers such as disposable cups, plates or food packaging
- Glossy or colored papers (magazine pages, product packaging)
- Any plastics or wrap products
- Fabrics, rugs, clothing, upholstery, carpets or decorative items
- Hard Board or other compressed paper products
- Gypsum board (sheet rock)
- Tires, rubber, tar and any products containing any glues
- Fuel and petroleum lubricants
- Any other chemically treated products

4. Composting and Recycling

4.1 The Country Office will compost all biodegradable products including: vegetable and fruit waste (such as pits, leaves, stems, peelings, cores), plant matter (grass mowings, weeds, hedge clippings, sticks, fallen leaves), coffee grinds, tea bags and used tea leaves, animal manure, egg shells, limited amounts of brown cardboard (such as toilet paper roll tubes cut up into small pieces to facilitate decomposition), and untreated wood products (saw dust, scraps, wood shavings). Note that meat products (including bones), dairy and cooked food should not be composted as they may attract vermin, as well as any products treated with any kind of chemicals.

4.2 The Country Office will collect and save all plastic bottles and metal cans, and other recyclable plastic and metal objects, and the office Cook is responsible for preparing these items to be sold to local shops.

4.3 The Country Office will maintain green space in the courtyard and encourage staff to plant and maintain trees and vegetation. If possible, trees will also be planted in front of the building on the main sidewalk.

4.4 The Country Office will use no pesticide products in our garden or with any indoor plants.

5. Doing Business with Environmentally Friendly Organizations and Firms

5.1 The Country Office will practice *green procurement*, which is the integration of environmental performance considerations into the procurement process. Goods and services are considered green when they have a lesser or reduced effect on human health and the environment than competing goods or services that serve the same purpose. Green procurement is expected in all phases, including planning, identification and definition of requirements, acquisition, operation and maintenance to disposal of goods or closure activities of acquired services.

Specifically, this requires that our procurement activities do no harm to the environment, and that they:

- Reduce greenhouse gas emissions and air contaminants;
- Improve energy and water efficiency;
- Reduce ozone depleting substances;
- Reduce waste and support reuse and recycling;
- Reduce hazardous waste; and
- Reduce toxic and hazardous chemicals and substances.

5.2 To ensure that the Country Office is practicing green procurement, staff with approval responsibilities and oversight over procurement, namely the Country Director, Finance Officer and Operations Officer, are responsible for verifying that all procurement is observant of the requirements noted above (5.1). This responsibility shall include a routine assessment applied for each purchase order in which the following check list is applied:

- The goods or services use no ingredients identified in Section 2.8 of this policy.
- The application and/or disposal of the goods or services will not lead to any environmental risks that cannot be reasonably mitigated.
- The company has no known history of engaging in environmentally harmful practices such as illegal dumping, polluting waterways, releasing air pollutants, or otherwise.
- The goods or services do not require wasteful practices, such as ongoing use of disposable products or products that cannot be reused or recycled.
- The goods or service is the most environmentally friendly option available on the market in Afghanistan.

V. Community Outreach

The Country Office hereby establishes The CW4WAfghan Green Fund, an account designated specifically for supporting greening initiatives in our office compound and in our neighbourhood. Once annually, the Country Office staff will decide together on small community-level projects that will contribute to bettering the environment around us. When possible, we will invite neighbours to participate and contribute as well. Staff are encouraged to volunteer their ideas and time to Green Fund activities, and may also invite family and friends to participate in volunteer activities coordinated by the Country Office.

In Spring 2013, Country Office staff will initiate the following activities:

- Establishment of a composting system;
- Planting of shrubs, plants and trees in the backyard of the Country Office compound;
- Planting of trees along the sidewalk in front of our building.

The CW4WAfghan Country Office Green Policy is hereby adopted, and signed on this, the 1st day of February, 2013.

Janice Eisenhauer
Executive Director

Madeliene Tarasick
President

Murwarid Ziayee
Country Director