

# Environmental Policy

## Principle

Oxford Policy Management (“**OPM**”) is an international development consultancy that is committed to helping low and middle-income countries achieve growth and reduce poverty and disadvantage through public policy reform. Through our global network of offices, we work in partnership with national decision makers to research, design, implement and evaluate impactful public policy. As a signatory to the United Nations Global Compact OPM acknowledges the global challenge presented by climate change and the particularly negative impacts it is having on some of the world’s poorest communities. Climate change disproportionately impacts many lower-income countries that have high exposure, high-sensitivity, and low-adaptive capacity. OPM works with governments and other actors to research, design, and deliver approaches to reduce the impact of climate change and natural disasters

## Scope

The Environmental Policy covers all our offices globally.

## Our commitment

OPM aims to promote environmental sustainability by protecting and reducing the environmental impacts of our activities, products and services, while remaining compliant with legislation and regulation. We further aim to improve our environmental performance year-on-year until we reach our ambition of ‘net-zero’ carbon emissions.

## Future Actions

OPM recognises its responsibility to measure and mitigate the impact on the environment arising as a direct or indirect result of its operations. To reduce its environmental impact, OPM commits to start doing the following before the end FY 2022/23 (unless otherwise stated):

- Reintroduce a global staff Environmental Sustainability Committee (“**ESC**”) which will meet regularly to harness staff environmental ambitions;
- Set and review objectives and develop a practical action plan relevant to reducing OPM’s environmental impact which are available for monitoring by the ESC and Staff Consultative Committee;
- Report regularly to the SMT on or performance against our environmental objectives (once established);

- Continually educate staff on, and communicate the importance of, taking measures to reduce our environmental impact, for example, by ensuring all offices participate in WWF 'Earth Hour';
- Raise staff awareness and encourage employee enthusiasm through the ESC which will identify and enact ways to embed environmental sustainability in OPM's operations;
- Make use of relevant national schemes which provide practical measures for staff to reduce their own carbon footprint, for example the 'Cycle to Work' scheme in the UK and 'Car Free Day' in Indonesia;
- Establish a methodology to guide choice of mode of transport for work purposes (covering safety, speed, cost, time efficiency);
- Track and offset our air travel carbon emissions to mitigate the impact of delivering our work on the environment; and
- Ensure each OPM Office commits to drafting an action plan by end 2023/24. Each plan will have measurable targets to achieve 'net zero' carbon emissions by 2050, and will be reviewed annually.

## Current Actions

OPM already undertakes a number of actions to progress the environmental sustainability of our work. These include:

### OPM People (Employees)

- Providing staff with up to five (5) working days per year which they may use for volunteering on approved schemes, including those to support environmental sustainability.

### OPM Suppliers and Subcontractors

- Considering environmental factors when procuring goods and services;
- Conducting due diligence on all suppliers by screening them for evidence of environmental mismanagement, using our online service provided by Bureau van Dijk;
- Ensuring our office suppliers have appropriate environmental policies and certifications, where appropriate;
- Work closely with our suppliers to ensure we harness their improvement ideas; and
- Cascading this Policy to our suppliers through publication on our website, and require all organisations which supply us to adhere where practicable to an equivalent level of environmental protection to ensure work undertaken on our behalf is in line with this Policy.

### Energy use and Emissions

- Measuring electrical usage in our premises, whilst seeking to keep energy use to a minimum, for example through the use of LED rather than halogen lights, use of motion sensors for lights, setting heating / air conditioning to acceptable levels, and encouraging staff to turn off monitors and laptops when not in use;
- Considering renewable energy sources where feasible;
- Commit to tracking and offsetting our carbon emissions where possible to mitigate the impact on the environment of delivering our work;
- Assessing value of face-to-face versus online meetings from an environmental impact perspective.

## Waste management

- Minimising the use of paper and ink for printing and related purposes;
- Measuring and tracking our printed and other waste generated in our Offices;
- Recycling all appropriate materials;
- Encouraging reuse and recycling throughout the office environment, with an emphasis on phasing out single use items; and
- Working closely with suppliers to ensure adequate disposal of waste.

## Reporting and Certification

- Reporting annually (with a mid-year update) on the effectiveness and performance of our environmental management system to the OPM Board's Audit, Risk and Compliance Committee;
- Reporting publicly in line with all statutory environmental reporting requirements (such as the UK Streamlined Energy and Carbon Reporting summary) in the geographies where we have offices; and
- Within our Oxford HQ, maintaining an Environmental Management System compliant with ISO 14001:2015.

## Responsibility

The **Chief Operating Officer** has overall accountability for environmental sustainability, and for ensuring that this policy complies with legal and statutory obligations in the country of our Headquarters, the UK.

The **Head of International Offices** has overall responsibility for the implementation of this policy.

The **Oxford Office & Facilities Manager** has day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, and monitoring internal control systems and procedures to ensure they are effective.

**Country Office Managers** are responsible for ensuring that this global policy is adapted as necessary to comply with the legal and statutory obligations within their jurisdictions, and for implementing the environmental policy within their office.

**Managers at all levels** have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them.

**All employees** have a responsibility for policy implementation by participating and contributing to its success through their actions and suggestions.

## Review

This policy will be reviewed every year, or more frequently following the publication of relevant legislation.

# Environmental Policy

## Document Purpose:

To outline OPM's commitment to environmental sustainability: protecting and reducing environmental impacts concerning our activities, products and services, while remaining compliant with legislation and regulation.

| Policy Overview              |                                       |                       |            |
|------------------------------|---------------------------------------|-----------------------|------------|
| <b>Policy Owner</b>          | Chief Operating Officer               |                       |            |
| <b>Applies to</b>            | All OPM Operations and Staff          |                       |            |
| <b>Global or local scope</b> | Global                                |                       |            |
| <b>Version Number</b>        | 3.0                                   | <b>Effective from</b> | 05.09.2022 |
| <b>Approvals (Dates)</b>     | <b>Board</b>                          |                       | 12.09.2022 |
|                              | <b>Policy Authorization Committee</b> |                       |            |
|                              | <b>Other (please state)</b>           |                       | N/A        |