

## **ENVIRONMENTAL POLICY**

### **Introduction**

We, the Legal Assistance Centre, are committed to providing a safe and healthy workplace for our employees and to minimise the potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do. We pledge to continuously improve our environmental performance insofar as is possible taking into consideration resources and circumstances. We consider the law as a starting point and assure our employees and partners that our environmental policy seeks a minimum outcome level, yet aims to the ultimate objective.

### **Policy Objectives**

We will strive to:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.
- Educate and inform our employees about environmental issues that may affect their work.
- Reduce waste through the re-use, recycling and procuring of recycled and recyclable products.
- Continuously promote the efficient use of materials and resources throughout all our facilities inclusive of water, electricity, raw materials and non-renewable materials.
- Develop and maintain appropriate emergency and escape response programmes as required by legislation and where significant health, safety and environmental hazards exist
- Trainings, workshops and events hosted by the LAC will endeavour to ensure the least negative environmental impact insofar as resources and circumstances allow and preparation shall consider the incorporation of environmentally friendly options.



## **Leadership and accountability**

Every person working at the LAC has a responsibility towards the environment and shall comply with LAC's environmental policy.

All staff members shall take responsibility to identify and manage the aspects (risks) associated with their specific work, in line with the LAC's policy and procedure, and shall inform management of any concerns.

Management shall endeavour to ensure the availability of resources needed to establish, implement, maintain and improve environmental management.

## **Training and Awareness**

LAC management is committed to training all employees in practical and efficient work methods, which take cognisance of any environmental impact.

All persons performing tasks, which could potentially have an impact on environment, shall be expected to strictly comply with this Policy and to make management aware should any awareness training be required.

## **Procedures to implement to be more environmental friendly**

- Limit the use of air conditioners. Instead open the windows.
- Only boil enough water to use at one time.
- Do not switch lights on if not needed and remember to switch off when you are not using the room.
- Switch off computers when not in use.
- Consider the impact on the environment before documents are printed.
- In order to save paper, if possible, always try to print documents double sided.
- Use water appropriately and conserve water where possible. Eliminate water wastage as far as possible.
- As far as possible, refuse items such as single use plastic bags, reduce consumption, re-use items as much as possible, and re-cycle what can be recycled.
- No smoking will be permitted within the LAC buildings and in the immediate area outside entrances or windows of the buildings.
- Ensure all IT equipment/garbage is disposed of in an environmentally friendly way
- Procurement via Third parties: Preference should be given to companies who have a strong environmentally friendly track record/approach depending on the relevant requirements.

