



Foundation for Environmental Education Sustainability Policy

INTRODUCTION

For the past thirty years, the Foundation for Environmental Education (FEE) has been focusing on the development of the five core programmes and their dissemination worldwide. Highly recognised in the field of Education for Sustainable Development by various UN entities, FEE is focused on maintaining this recognition and is tirelessly working on addressing the burning issues of the climate crisis.

FEE acknowledges the rapid escalation of the dire situation the world is facing in three main areas: climate change, biodiversity loss and pollution. We recognise the need to prioritise FEE's limited resources to focus on these interconnected challenges. FEE is addressing the emergency and recognises the need to commit to a more impactful and urgent approach focused on tangible and fast results.

FEE is committed to “walking the talk” by looking internally at our office habits and setting up internal environmental guidelines to ensure that our behaviour addresses the three main issues effectively and efficiently. In addition, FEE's Sustainability Policy supports the achievement of the Sustainable Development Goals.

The FEE Sustainability Team will be in charge of developing and enforcing an Internal Sustainability Policy. The effectiveness of the individual policies will be evaluated on a regular basis. Furthermore, targets will be set within each area of focus, and parameters will be set for monitoring progress towards our sustainability goals.

The FEE Sustainability Policy applies to the FEE Head Office Staff, the FEE Board of Directors and any other delegate executing a task on behalf of FEE. Additionally, FEE will share the Sustainability Policy with our members, partners and other stakeholders and encourage those without their own Sustainability Policy in place to either adopt FEE's policy or use it to help develop their own Sustainability Policy.

The Sustainability Policy is reviewed every two years following the FEE General Assembly cycle, and the FEE Head Office Staff, the FEE Board of Directors and all other delegates executing tasks on behalf of FEE are to be kept aware of the Sustainability Policy and its content.

SOCIAL RESPONSIBILITY

People are at the heart of FEE's work, which is why we strive for a positive, fair and inclusive work environment at the FEE Head Office and within our network.



- The FEE Head Office complies with all applicable legislations and conventions regarding labour, health, safety, human rights and the environment and strives to go beyond the legal requirements for a decent work environment.
- Discrimination based on age, disability, gender, origin, political affiliation, religion, sexual orientation, socio-economic status or any other personal characteristic is not acceptable at the FEE Head Office or at any events or activities organised by FEE or on behalf of FEE.
- FEE abides by the anti-corruption policy outlined in its financial standing orders and regulations.
- FEE strongly condemns exploitation of children and adolescents, all forms of sexual harassment an exploitation as well as human trafficking and modern day slavery of any kind.
- FEE keeps its procedures, decisions and partnerships open and transparent.
- FEE respects the privacy of its staff, partners and clients and complies with the General Data Protection Regulation.
- FEE ensures that all of its activities are legitimate and do not negatively affect the communities where these activities are carried out.
- FEE supports other social and environmental charities in their work and seeks opportunities for cooperation and collaboration.

ENERGY

As energy consumption is one of the biggest contributor's to an office's carbon emissions, FEE commits to reducing its energy consumption wherever possible.



- The office's electrical devices (e.g. microwave, refrigerator, dishwasher) all have a high energy-saving ranking.
- When buying new devices and lamps, only those with the highest energy-saving ranking and LED light bulbs are purchased.
- FEE only purchases electricity from sustainable sources. The office is run on 100% wind power.
- When renovating the offices, FEE encourages the owner of the building to invest in devices and appliances that have a high energy-saving ranking.
- Devices like laptops, screens and printers automatically switch into energy-saving mode when not in use. Devices are fully shut down and turned off at the end of the day.
- The lights on the desks and in the kitchen, bathrooms, printing room, meeting room and main office room are switched off when not in use.
- The office is not heated above 22 Degrees Celsius. Radiators are kept on a constant heat setting and are switched off when opening the windows.
- On hot days, natural ventilation is preferred over fans in the office.
- Staff reduces energy consumption associated with internet use by minimising downloads, video streaming, browser use, etc. when possible.

WATER

Water consumption is kept at a minimum to save resources and reduce expenses at the FEE Head Office.



- The taps in the kitchen and toilet have a maximum water flow of 5liters/min.
- Staff reduces water use as much as possible, for example by turning off the tap while washing their hands.
- The dishwasher is only switched on when fully loaded and the eco-programme setting is used.

WASTE

The FEE Head Office commits to reducing the amount of waste produced in the office as much as possible. Waste that is produced is separated and recycled as much as possible, and it is ensured that the waste is transported to a waste reception facility that can properly treat and recycle the separated waste.



- Regarding waste management, the top priority at the FEE Head Office is reducing and/or reusing waste.
- For waste that is produced, the FEE Head Office separates paper, cardboard, organic waste, glass and soft plastic.
- The FEE Head Office staff is asked to consider the amount of waste brought to the office in the form of single-use food packaging and is encouraged to reduce single-use packaging as much as possible.
- For those materials that cannot yet be recycled at the FEE Head Office (metal and hard plastic), FEE commits to looking into possibilities to recycle them as well. Staff who bring these materials to the Head Office are asked to take them home or to another site where they can be properly recycled.
- Hazardous waste like batteries and light bulbs are collected in separate containers and brought to an appropriate collection point.
- Furniture, devices and other materials that are no longer needed but are still usable are donated to charities or staff. Computers that are no longer usable are returned to the IT provider so that the components can be reused on other computers. Materials that are no longer usable are disposed of at an appropriate recycling facility.
- To reduce the amount of packaging waste, products are purchased in bulk when possible. This includes food and beverage items such as coffee, tea, milk, sugar, etc., as well as cleaning products and toiletries.
- Cotton hand towels are used instead of paper towels for drying hands after washing.
- Single-use items are only used when absolutely necessary for special events outside the office, and are made of a biodegradable or recyclable material.

WASHING AND CLEANING

Toxic washing and cleaning products are not only a hazard to the aquatic environment, but are also harmful to the health of the cleaning personnel and Head Office staff. Therefore, the FEE Head Office only purchases washing and cleaning products that meet the highest environmental standards.



- The soap provided to the employees is ecolabelled.
- When possible, dishwashing soap and tabs and other cleaning products used to clean the office are ecolabelled.
- The toilet paper and kitchen towels are ecolabelled.
- Cleaning is done with fibre clothes rather than disposable towels.
- Disinfection substances are only used where necessary.
- Chemical fragrances and air fresheners (including cleaning products and fragrance sprays) are not used. Eco-friendly air freshener alternatives are used in the toilets and washroom.

FOOD & BEVERAGE

Food waste and unnecessary food packaging are two of the biggest environmental challenges of our time. Moreover, the consumption of meat contributes to climate change. To tackle these issues, the FEE Head Office commits to sustainable consumption in relation to food and beverages.



- Only tap water is offered in the FEE Head Office.
- Whenever possible, only vegetarian and/or vegan dishes are offered at all meetings and events organised by the FEE Head Office. This applies whether the meeting or event takes place at the FEE Head Office itself or at an off-site location.
- Leftovers from meetings and events are offered to the staff when possible to avoid food waste.
- When choosing restaurants for meetings and events outside the Head Office, those with a variety of vegetarian and/or vegan options are preferred. FEE Head Office staff, Board of Directors and other delegates executing a task on behalf of FEE are encouraged to choose a vegetarian or vegan option, even if FEE is not hosting meeting or event.
- Products purchased by FEE for consumption in the office should meet the highest available sustainability standards (local, organic, ecolabelled, fair trade, etc.)
- Single-serve packaged products are not purchased for the FEE Head Office.

- The FEE Head Office strongly encourages its members organising FEE meetings and events to offer as many vegetarian/vegan options as possible. Vegetarian or vegan-only meetings and events are preferred and encouraged whenever possible.
- Cultural standards and traditions are always taken into consideration when making food and beverage decisions.

TRAVEL

FEE is an international organisation promoting Education for Sustainable Development through its international partner network. To reach more and more people worldwide and to ensure the effectiveness of our programmes, travels by the FEE Head Office staff are unavoidable. However, the FEE Head Office is aware of the environmental impact of travel and commits to minimising travel and making its travels as sustainable as possible.



- Each potential trip will be assessed based on its usefulness for the organisation. There must be a clear purpose and outcome for each trip to be accepted.
- Whenever possible, meetings or tasks for different programmes are combined in one trip. The FEE Head Office staff have inter-programme knowledge and skills that make this possible.
- When a flight time is less than 2 hours, it will be assessed whether it is possible to use alternative transportation methods. Total travel time and cost will also be taken into account when choosing a transportation method.
- Direct flights are preferred for both time and fuel use efficiency
- All travel undertaken to/from FEE events by airplane, bus, train, car or boat by the FEE Head Office staff, Board of Directors and other delegates of FEE are compensated through the Global Forest Fund.
- The staff is encouraged to use sustainable transportation methods when travelling locally in Denmark for work. FEE offers support to enable staff to use sustainable transport options for local work and personal travel. Whenever possible, off-site FEE events are organised at locations that are easily accessible by sustainable transportation methods.
- While travelling abroad, the FEE Head Office staff prefers sustainable transportation methods, such as public transit, over taxis or the like whenever possible, taking the total travel time and local safety considerations into account.

- Where available, Green Key awarded establishments or those with other sustainability certifications are preferably booked. Location and cost will also be taken into account when choosing accommodations.
- While travelling, the FEE Head Office staff avoids take-away food and beverages in single-use plastic packaging whenever possible.
- While travelling, the FEE Head Office staff minimises its use of bottled water by refilling reusable bottles with tap water (if local tap water is safe for consumption).
- When receiving guests in Copenhagen, only Green Key awarded establishments are booked.
- Guests in Copenhagen are encouraged to use public transit or bicycles for transportation. The FEE Head Office staff will assist guests that are unfamiliar with Copenhagen's sustainable transportation options.
- While travelling, the FEE Head Office staff respects local culture and only engages in activities that do not harm the local community, animals or environment.

ADMINISTRATION

To keep the environmental footprint of the FEE Head Office to a minimum, we commit to reducing our consumption as much as possible and to only purchasing sustainable products and services. At the same time, we inform our suppliers about our environmental commitment to raise awareness and encourage them to operate in the same spirit of sustainability.



- Before each purchase, it will be assessed whether the purchase is necessary for the operation of the FEE Head Office. Goods are chosen that are reusable, produced sustainably or purchased second-hand.
- Paper use is reduced to a minimum. This refers to in-office use as well as when promoting FEE's programmes outside the office. Electronic versions of published materials are strongly preferred over printing.
- Printing paper, brochures and any other paper products purchased by the FEE Head Office is made from 100% recycled paper and is ecolabelled.
- When purchasing new furniture or other durables, second-hand, ecolabelled and/or those products produced by a company with an environmental management system are purchased.

- All of FEE's suppliers are informed about the organisation's Sustainability Policy and encouraged to follow it.
- FEE aims to reduce consumption by minimising physical corporate gifts. Corporate gifts will take the form of a donation to the Global Forest Fund or other environmental organisations when possible and culturally appropriate. When physical corporate gifts are given, they are produced by companies that have an environmental management system or are otherwise committed to sustainability.
- Under no circumstances does FEE accept gifts of endangered species products.