

**TRAFFIC**

JANUARY 2021

**OUR  
ENVIRONMENTAL  
SUSTAINABILITY  
POLICY**

A green-tinted graphic of the Earth with various environmental icons like wind turbines, solar panels, trees, and birds. The globe is shown from a perspective that includes the Americas and parts of Europe and Africa. The icons are arranged in a semi-circle above the globe, suggesting a focus on clean energy and nature. The overall aesthetic is clean and modern, with a strong emphasis on sustainability.

# ENVIRONMENTAL SUSTAINABILITY POLICY

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## **empowering**

both the organisation and  
our staff to manage their  
environmental footprint

## INTRODUCTION

**For a conservation organisation, sound environmental management is a moral obligation as well as an issue of credibility. In addition to the steps TRAFFIC International has taken to 'green' our operations, we present this Environmental Sustainability Policy to demonstrate TRAFFIC's commitment to environmental responsibility.**

TRAFFIC's overarching ambition is to limit environmental degradation and promote environmental sustainability within our organisation wherever possible. We recognise the full breadth of our activities and aim to reduce and eliminate impacts arising throughout the operation of our organisation. To achieve this holistic vision of environmental sustainability, this policy covers seven major impact areas.

In line with best practice of environmental management, a continual improvement process is central to TRAFFIC's sustainability programme. Our approach includes a commitment to report on progress annually and actively seek opportunities to improve the sustainability of our offices and organisation as a whole. Additional measures to promote environmental sustainability are reviewed on an annual basis. Any revisions to this report to set out the objectives for the following year will be coordinated by the Global Office in Cambridge, UK, to ensure consistency across our organisation.

This policy aims to guide and streamline sustainability action at all levels within TRAFFIC whilst encouraging and empowering individuals to manage their own environmental footprints.

## HOW THIS DOCUMENT WORKS

Managed from our Global Office in Cambridge, UK, TRAFFIC operates in 15 locations across five continents. TRAFFIC staff work in various settings in these strategic locations, from single individuals to larger groups, and are often hosted within third-party organisations' offices.

Recognising the challenge presented by the diversity of situations faced by TRAFFIC offices and staff, this document presents a cohesive and flexible sustainability policy that seeks to be both accessible and ambitious to all parties.

### **Each impact area is broken into three elements:**

- 1.** A vision statement summarising TRAFFIC's overall objective for each impact area.
- 2.** A table setting out objective/s for each impact area. Recommended interventions to achieve these objectives are detailed at both office management and individual action levels.
- 3.** A 'Sustainable Office Pathway' to help prioritise interventions. Easily implementable actions with significant impact are listed in 'Foundation' and 'Embed' levels, whereas the higher levels, such as 'Enhance' and 'Lead,' are achieved by more challenging interventions with the greatest potential to improve office sustainability. The Sustainable Office Pathway also offers a self-assessment mechanism for offices to identify their progress towards collective best practice over time.

This document intends to guide to the sustainability actions of TRAFFIC staff, offices, and the organisation, as a whole. While the vision statements of TRAFFIC's overarching objectives for each impact area are constant across the organisations, the recommended interventions listed in this policy may not be relevant or feasible to all TRAFFIC offices and locations. TRAFFIC encourages its staff and office managers to show realistic ambition when selecting targets to ensure interventions are tailored to each team's requirements and capacity to effect change.

Office Managers will be required to submit annual reports to the Global Office in Cambridge, UK, and provide details of progress towards each objective, in line with internal reporting schedules. Offices could also decide to present results of a self-assessment of their position on the Sustainable Office Pathway for each impact area.

**TABLE 1:**

TRAFFIC environmental policy impact areas and high-level objectives.

<b>IMPACT AREA</b>	<b>HIGH-LEVEL OBJECTIVE</b>	
<b>1. CARBON REDUCTION AND ENERGY EFFICIENCY</b>	1.1	Establish and maintain a system to monitor energy consumption and emissions associated with the operation of office spaces.
	1.2	Investigate and implement opportunities to reduce operational energy consumption and associated emissions within TRAFFIC offices.
	1.3	Educate and empower TRAFFIC staff to reduce energy consumption in offices.
<b>2. PURCHASING AND PROCUREMENT</b>	2.1	Ensure that environmental and ethical considerations are taken into account when purchasing office supplies.
	2.2	Minimise the environmental impacts of food provided by office catering.
	2.3	Ensure that environmental consideration is taken when purchasing new electrical equipment and appliances.
<b>3. TRAVEL AND TRANSPORT</b>	3.1	Reduce emissions arising from staff commuting to the office ('travel to work') annually.
	3.2	Reduce emissions arising from staff business travel ('travel for work') to net zero through reducing business travel on an ongoing basis and carbon offsetting schemes.
<b>4. WASTE MANAGEMENT</b>	4.1	Reduce the amount of waste produced by each TRAFFIC office on an annual basis, in absolute terms.
	4.2	Reduce the contamination of waste streams on an annual basis.
<b>5. BIODIVERSITY AND ECOLOGY</b>	5.1	Maintain and protect biodiversity where TRAFFIC offices own or operate outdoor spaces.
<b>6. WATER USE</b>	6.1	Seek opportunities to reduce total office water consumption and associated emissions on an annual basis.
<b>7. HOST COLLABORATION AND REPORTING</b>	7.1	Facilitate a community that collaborates for a positive impact on office sustainability where TRAFFIC staff occupy offices shared by other organisations..
	7.2	Ensure that TRAFFIC pursues continual improvements in sustainability with transparency and accountability.



Photo: TRAFFIC / A. Walmsley

## IMPACT AREA 1: CARBON REDUCTION AND ENERGY EFFICIENCY

Vision statement: TRAFFIC aims to reduce the emissions produced in the operation of our offices through reducing energy wastage and maximising carbon savings, and to report these data publicly.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
1.1	<b>ESTABLISH AND MAINTAIN A SYSTEM TO MONITOR ENERGY CONSUMPTION AND EMISSIONS ASSOCIATED WITH THE OPERATION OF OFFICE SPACES.</b>	Report annually on office energy consumption and emissions, where possible	Data submitted with annual sustainability reports to the Global Office in the UK.	
		Produce baselines of energy consumption and set quantitative, time-bound targets to reduce energy consumption and emissions, where possible.	Baselines and quantitative targets in place, with clear target deadlines.	
1.2	<b>INVESTIGATE AND TAKE OPPORTUNITIES TO REDUCE OPERATIONAL ENERGY CONSUMPTION AND ASSOCIATED EMISSIONS WITHIN TRAFFIC OFFICES.</b>	Investigate opportunities to reduce artificial heating and cooling levels whilst maintaining thermal comfort and agree on heating and/or cooling settings required.	Artificial heating and cooling settings needed to achieve thermal comfort agreed upon and in place.	Ensure all lights, electronic equipment, and artificial heating or cooling are turned off overnight and at weekends, or that running times are optimised where this is not viable.
		Ensure staff are aware of the desired artificial heating and cooling settings needed to achieve thermal comfort in offices and the energy implications for additional heating/cooling demand.	Agreed settings are displayed near air conditioning and/or heating units.	Ensure windows and doors are closed when artificial heating and cooling are in operation.
		In hot climates, investigate installing blinds or other external shading options to reduce 'solar gain' (heating of buildings due to sunlight) and reduce energy consumption due to air conditioning.	Blinds/shading in place and air conditioning settings reduced, if possible.	Ensure that lights are switched off when natural light is sufficient.
		Maximise use of natural light by ensuring that windows are kept clean and uncovered (where appropriate and not a risk for unwanted solar gain).	Windows kept clean and uncovered as agreed, allowing artificial lights to be switched off.	Avoid altering artificial heating and cooling settings where possible.
1.2 <i>CONT.</i>	<b>INVESTIGATE AND IMPLEMENT OPPORTUNITIES TO REDUCE OPERATIONAL ENERGY CONSUMPTION AND ASSOCIATED EMISSIONS WITHIN TRAFFIC OFFICES.</b> <i>CONT.</i>	Investigate the opportunities to install low-energy fittings such as light bulbs and settings.	Low energy fittings in place.	
		Investigate adopting renewable energy suppliers, where the local situation permits.	Increased proportion of office energy supply from renewable sources, or reasoning given for not being possible.	

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
1.3	<b>EDUCATE AND EMPOWER TRAFFIC STAFF TO REDUCE ENERGY CONSUMPTION IN OFFICES.</b>	Ensure staff are regularly reminded of office environmental good practice in the office, for example, via staff meetings or annual 'refresher courses.'	Staff regularly reminded of office environmental good practice.	Volunteer as 'Environmental Champion' or to lead/participate in an office 'Green Group.'
		Ensure visual reminders of office environmental good practice, such as posters and stickers, are in place in the appropriate locations. Seek colleague feedback on signage text and tone to ensure effective communication.	Visual reminders approved for content and in place.	Familiarise yourself with office guidance on sustainability in the workplace.
		Create or facilitate office 'Green Groups' to encourage staff engagement or appoint an 'Environmental Champion.'	Green Group/Environmental Champion in place and active.	
		Ensure environmental good practice guidance is incorporated into new-starter induction programmes.	Guidance incorporated into induction programmes.	

## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
All staff are regularly reminded of basic energy-saving measures, and new starters are provided with guidance on energy efficiency in the workplace.	All staff actively engage with sustainability in the workplace, possibly through Environmental Champions or Green Groups. Appropriate visual reminders of office environmental good practice in place.	All existing opportunities to increase energy efficiency are maximised, such as the endorsement of appropriate lighting, heating, and cooling levels.	Additional opportunities to achieve energy efficiency and carbon reduction in the office are investigated, where possible, such as switching energy suppliers or choosing low-energy and energy-efficient office equipment.	Quantitative, time-bound targets to reduce office-related energy consumption and emissions are in place, and progress towards targets is regularly reported.

## IMPACT AREA 2: PURCHASING AND PROCUREMENT

**Vision statement:** TRAFFIC aims to use complete lifecycle analysis methods to ensure that, wherever possible, procured products and services have low or negligible impact on the environment and are sourced responsibly.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
2.1	ENSURE THAT ENVIRONMENTAL AND ETHICAL CONSIDERATIONS ARE TAKEN INTO ACCOUNT WHEN PURCHASING OFFICE SUPPLIES.	Avoid unnecessary procurement where possible.	All purchased items are deemed essential.	Avoid unnecessary purchasing where possible.
		When considering procurement, use a lifecycle analysis <sup>1</sup> approach to ensure the product or service with the least environmental impact is selected. Products and services should be provided by companies that have sustainability certifications or credentials, where possible.	Evidence of environmental consideration in procurement decisions.	Where procurement is deemed essential, and procurement is not centralised, use the available guidance to ensure the most environmental option is chosen.
		Avoid virgin, unrecycled papers, and use certified recycled paper with the highest percentage of post-consumer waste rather than printers' virgin off-cuts and mill waste, where possible. Ensure that the environmental credentials of paper used are noted on any printed documents or materials. Avoid designs that use lots of ink (dark backgrounds) if you are printing it and select a printer who uses inks that do not emit VOCs and whose inks are water based or plant based where possible.	Certified paper in place, with environmental credentials such as recycled and FSC, noted.	Where possible, use centralised procurement and avoid making additional, independent purchases.
		Where staff use shared office kitchens, investigate the opportunity to provide environmentally friendly cleaning products (such as those containing no bleach) and reusable equipment.	Environmentally friendly cleaning equipment in place in shared areas.	If appropriate, volunteer to help produce guidance or participate in a 'Procurement Working Group.'

<sup>1</sup> Life Cycle Analysis (LCA) evaluates the environmental impact of a product or service throughout its entire lifetime. This includes the extraction and processing of raw materials, manufacturing, transport, use, reuse or recycling and final disposal. Example illustrative diagram included in Annex I.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
2.1 <i>CONT.</i>	ENSURE THAT ENVIRONMENTAL AND ETHICAL CONSIDERATIONS ARE TAKEN INTO ACCOUNT WHEN PURCHASING OFFICE SUPPLIES. <sup>2</sup> <i>CONT.</i>	Consider establishing or ensuring TRAFFIC membership of an office-wide 'Procurement Working Group,' where possible, with sustainability as a key consideration, to coordinate action on sustainable procurement.	Establishment of a 'Procurement Working Group' or TRAFFIC participation in an existing group, with a sustainability dimension to areas discussed.	
		Produce a guidance document detailing a list of preferred suppliers, aiming to prioritise companies that already have sustainability certification and best practice labels or credentials.	Guidance document produced and circulated to relevant staff.	
		Investigate opportunities to centralise procurement to minimise unnecessary purchases and ensure preferred suppliers are used.	Procurement is centralised, to some extent, through office administrator or other appropriate body, for example a 'Procurement Working Group.'	
		Investigate opportunities to coordinate deliveries of office supplies to reduce transport-related emissions from delivery vehicles.	Deliveries coordinated, to some extent, through office administrator or other appropriate body, for example a 'Procurement Working Group.'	
2.1 <i>CONT.</i>	ENSURE THAT ENVIRONMENTAL AND ETHICAL CONSIDERATIONS ARE TAKEN INTO ACCOUNT WHEN PURCHASING OFFICE SUPPLIES. <i>CONT.</i>	Where possible and relevant, investigate the opportunity to reduce the 'last-mile impacts' <sup>3</sup> of deliveries to the office by using companies that deliver supplies via transport methods that avoid congestion-related emissions. These include services that use bicycles to deliver in city centres.	Alternative delivery companies investigated and adopted, if feasible.	

<sup>2</sup> Examples of such considerations include: origin and sustainability of materials; certification of a company on sustainability standards; impact of catered food on CO<sub>2</sub> emissions; and considering NOT purchasing something or NOT travelling, unless absolutely necessary.

<sup>3</sup> 'Last mile impacts' refer to the fact that the process of delivering products to the end-customer is often one of the most polluting sections of the supply chain due to the congestion found in urban areas.



REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
2.1 <i>CONT.</i>	<b>ENSURE THAT ENVIRONMENTAL AND ETHICAL CONSIDERATIONS ARE TAKEN INTO ACCOUNT WHEN PURCHASING OFFICE SUPPLIES.<sup>4</sup></b> <i>CONT.</i>	Consider establishing or ensuring TRAFFIC membership of an office-wide 'Procurement Working Group,' where possible, with sustainability as a key consideration, to coordinate action on sustainable procurement.	Establishment of a 'Procurement Working Group' or TRAFFIC participation in an existing group, with a sustainability dimension to areas discussed.	
		Produce a guidance document detailing a list of preferred suppliers, aiming to prioritise companies that already have sustainability certification and best practice labels or credentials.	Guidance document produced and circulated to relevant staff.	
		Investigate opportunities to centralise procurement to minimise unnecessary purchases and ensure preferred suppliers are used.	Procurement is centralised, to some extent, through office administrator or other appropriate body, for example a 'Procurement Working Group.'	
		Investigate opportunities to coordinate deliveries of office supplies to reduce transport-related emissions from delivery vehicles.	Deliveries coordinated, to some extent, through office administrator or other appropriate body, for example a 'Procurement Working Group.'	
		Where possible and relevant, investigate the opportunity to reduce the 'last-mile impacts' <sup>5</sup> of deliveries to the office by using companies that deliver supplies via transport methods that avoid congestion-related emissions. These include services that use bicycles to deliver in city centres.	Alternative delivery companies investigated and adopted, if feasible.	

<sup>4</sup> Examples of such considerations include: origin and sustainability of materials; certification of a company on sustainability standards; impact of catered food on CO<sub>2</sub> emissions; and considering NOT purchasing something or NOT travelling, unless absolutely necessary.

<sup>5</sup> 'Last mile impacts' refer to the fact that the process of delivering products to the end-customer is often one of the most polluting sections of the supply chain due to the congestion found in urban areas.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
2.2	ENSURE THAT ENVIRONMENTAL CONSIDERATION IS TAKEN WHEN PURCHASING NEW ELECTRICAL EQUIPMENT AND APPLIANCES.	When replacing electrical office equipment and appliances, ensure that low-energy-use and low-water-use options are selected. Where possible, choose certifiably energy-efficient models, such as those with the ENERGY STAR® or EPEAT Gold standard.	New electrical equipment and appliances are certified low-energy-use and low-water-use (where appropriate).	Where procurement is deemed essential, use the available guidance to ensure the most environmental option is chosen.
		When replacing electrical office equipment and appliances, investigate environmental options, such as models containing a large amount of recycled material and components.	Evidence of environmental considerations in the purchasing of electrical equipment and appliances.	
		Ensure that preferred suppliers and models of electrical equipment and appliances operate at sustainable standards in line with TRAFFIC's environmental policy. Favour companies that already have sustainability certification and best practice labels (e.g., Energy Star for ICT equipment).	Review of sustainability of suppliers complete and list of favoured suppliers circulated to relevant staff.	
2.3 <i>CONT.</i>	MINIMISE THE ENVIRONMENTAL IMPACTS OF FOOD PROVIDED BY OFFICE CATERING.  MINIMISE THE ENVIRONMENTAL IMPACTS OF FOOD PROVIDED BY OFFICE CATERING. <i>CONT.</i>	Develop sustainable food guidance documentation for event/meeting catering suppliers detailing preferred catering suppliers and menus to ensure that healthy, local, organic, and/or Fairtrade options are provided. Where possible, catering choices should be low in meat, fish, and dairy.	Document produced and circulated to relevant staff.	When booking catering for meetings or events, ensure that the menus and packaging align with office guidance on sustainable food.
		When catering is provided for meetings and events, ensure that food is delivered in reusable or reduced and recyclable packaging, where possible.	Caterers used that provide food in reduced and recyclable packaging.	
		Where catering services, such as tea and coffee, are provided to staff, environmental and ethical considerations should be taken. Environmental alternatives to dairy, such as oat milk, should be considered, and products purchased should hold ethical and sustainability certifications, including, but not limited to, Fairtrade and/or Rainforest Alliance.	Everyday office catering supplies are sustainably and ethically sourced, with more environmental alternatives to conventional options provided.	

## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
<p>All staff are aware of sustainable procurement principles and avoid unnecessary purchasing where possible. Purchasing decisions are influenced by life cycle analysis, with low-energy-use/environmentally friendly products and sustainability certified companies favoured.</p>	<p>Certified ethical and sustainable everyday office supplies, including paper, shared cleaning products, and tea/coffee provision, are standard.</p>	<p>Sustainable catering guidance in place, with low meat as standard; local, organic, and/or Fairtrade choices favoured where possible, and reduced/recyclable packaging. Relevant staff are aware of guidance and purchase the recommended services when needed.</p>	<p>Active TRAFFIC presence on a 'Procurement Working Group' or equivalent. Rigorous life cycle analyses of common office supplies undertaken to inform guidance documents detailing preferred suppliers and models. All staff are aware of guidance and purchase the recommended products when needed.</p>	<p>Procurement is centralised through the 'Procurement Working Group' or equivalent to eliminate unnecessary purchasing and facilitate coordinated deliveries. Where relevant, 'last-mile' emissions have been reduced through use of more sustainable transport companies.</p>



Photo: Solarimo / CC 2.0

## IMPACT AREA 3: TRAVEL AND TRANSPORT

**Vision statement:** TRAFFIC aims to reduce greenhouse gas emissions arising from staff travel to and for work by facilitating and empowering staff to reduce their travel needs and make low-carbon travel choices. In particular, TRAFFIC aims to produce net-zero greenhouse gas emissions from staff business travel through a combination of reducing the need for travel and continuing our carbon offsetting scheme<sup>6</sup> through certified projects.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
3.1	REDUCE EMISSIONS ARISING FROM STAFF COMMUTING TO THE OFFICE ('TRAVEL TO WORK') ANNUALLY.	Raise awareness amongst staff on sustainable commuting options, such as public transport, cycling, or walking. Ensure all new starters are provided with this information.	Information on low-carbon commuting included in induction materials and existing staff regularly reminded, such as staff meetings or engagement events.	Consider commuting to work via active transport, such as cycling or walking, where possible.
		Establish an annual anonymous survey of staff commuting choices to inform interventions.	Anonymised results are monitored on an annual basis.	Consider commuting via public transport, such as trains, trams, or buses, if active transport is not feasible.
		Develop and implement an office-specific travel plan <sup>7</sup> detailing initiatives to promote reductions in emissions, primarily through reducing reliance on single-occupancy car travel.	Travel plan (formal or informal) in place and regularly reviewed.	Where viable, avoid car use in heavily congested areas as it decreases the fuel and emission efficiency of the vehicle. Investigate 'park and ride' options where available to avoid congested urban areas.

<sup>6</sup> TRAFFIC recognises the drawbacks of carbon offsetting schemes, not least that they can give a false sense of resolution and inhibit action on reducing carbon footprints, however the nature of our work renders international travel necessary at times and it is important to take action on this carbon footprint. The carbon offset scheme is in place to compensate our carbon emissions while we also change our behaviour and lessen our need for international travel as much as possible.

<sup>7</sup> Travel plans are long-term management strategies aim to promote sustainable travel. They are a tool to integrate sustainable travel into a building's functioning and can be as simple as a regularly updated notice board.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
3.1 <i>CONT.</i>	REDUCE EMISSIONS ARISING FROM STAFF COMMUTING TO THE OFFICE ('TRAVEL TO WORK') ANNUALLY. <i>CONT.</i>	Investigate opportunities for staff to benefit from financial schemes promoting sustainable commuting options, for example, support to buy seasonal rail/bus tickets or bicycles.	Financial schemes in place to support staff in low-carbon commuting.	Avoid single occupancy car use wherever possible, for example, by sharing commutes with colleagues.
		Facilitate knowledge sharing between staff on low-carbon commuting options, possibly through an office 'Green Group.'	'Green Group' in place and conducting knowledge-sharing.	
		Investigate options to facilitate active transport choices, such as secure bicycle storage, showers, and lockers. Ensure that staff are aware of these facilities.	Facilitating services in place and promoted to staff.	
3.2	REDUCE EMISSIONS ARISING FROM STAFF BUSINESS TRAVEL ('TRAVEL FOR WORK') TO NET ZERO THROUGH REDUCING BUSINESS TRAVEL ON AN ONGOING BASIS AND CARBON OFFSETTING SCHEMES.	Establish a process of recording and reporting business travel distances, choices, and resultant emissions at an office level, via TRAFFIC's travel company.	Carbon footprint from business travel reported annually.	Avoid business travel wherever possible by using technological alternatives and investigating opportunities for colleagues already travelling to the area to conduct your work.
		Offset all carbon emissions arising due to office business travel annually and ensure that the offsetting schemes used are regularly re-evaluated.	All business travel emissions are offset through an accredited carbon offsetting scheme.	Where business travel is essential, consider combining multiple journeys to limit the annual distance travelled, and offer to conduct meetings for colleagues to avoid their having to undertake business travel as well.
		Set quantitative targets to reduce overall distance travelled and business travel emissions on an annual basis.	Quantitative targets in place, with progress towards them, reported on an annual basis.	Where business travel is essential, investigate lower-emissions alternatives to air travel, such as trains.
		Ensure offices are set up to support reduced business travel emissions through the provision of a reliable internet connection, remote conferencing equipment, and dedicated remote conferencing spaces	Office set up to support reduced business travel.	

## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
All staff are aware of sustainable commuting options. Annual reports are produced detailing office business travel, and emissions arising from business travel are offset through accredited schemes.	Staff use low carbon commuting options where possible and a comprehensive travel plan in place based on existing staff commuting choices. Quantitative targets have been set to reduce emissions arising from business travel and are promoted to staff.	Some steps have been taken to encourage active transport to the office, such as the provision of secure bicycle storage. Progress towards reducing emissions arising through business travel has been made, such as the increased provision of remote conferencing technology.	Active transport is facilitated by the provision of lockers, showers, and other services. The office fully supports remote conferencing, and staff are supported in reducing their business travel. Where business travel is essential, staff combine multiple objectives and trips to limit the overall amount of international travel needed.	Financial schemes are in place to facilitate staff being able to make sustainable commuting choices. Staff are incentivised to use low-carbon business travel alternatives to air travel when international travel is essential.



Photo: Xegxef / CC 2.0

## IMPACT AREA 4: WASTE MANAGEMENT

**Vision statement:** TRAFFIC aims to minimise and actively manage waste through elimination, reduction, reuse, and recycling.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
4.1	REDUCE THE AMOUNT OF WASTE PRODUCED BY EACH TRAFFIC OFFICE ON AN ANNUAL BASIS, IN ABSOLUTE TERMS.	Acquire waste data for all office waste streams where possible to calculate baselines of waste production and associated emissions, where carbon conversion factors <sup>8</sup> are available. Set quantitative targets of reducing waste production on an annual basis.	Quantitative targets in place, with progress towards targets, monitored.	Consider volunteering as office 'waste champion' to encourage colleagues' engagement with waste management.
		Ensure all printers are set to double-sided printing as default.	Requisite settings adopted.	Before disposing of items that may still be functional, such as stationery, check if other colleagues would use them.
		Move key documentation such as office forms or surveys online to avoid unnecessary printing, where possible.	Increased proportion of all office forms completed online.	Avoid printing whenever possible and ensure documents are thoroughly proofread before printing to avoid the need to reprint if mistakes are found.
		Investigate opportunities for staff to re-use office waste before disposal, such as collecting (non-sensitive) one-side printed pages for staff to use as scrap paper or memo pads.	Opportunities investigated and re-use of office waste encouraged.	Where possible, reuse envelopes and packaging.

<sup>8</sup> To report the greenhouse gas emissions associated with an organisation's activities, 'activity data' (here, quantity of waste disposal in each waste stream) are multiplied by carbon conversion factors. Generally, these are provided by the government and are updated annually, however they may not be available in all TRAFFIC locations. The carbon conversion factor used must correspond to the same year as the activity took place.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
4.1 <i>CONT.</i>	REDUCE THE AMOUNT OF WASTE PRODUCED BY EACH TRAFFIC OFFICE ON AN ANNUAL BASIS, IN ABSOLUTE TERMS. <i>CONT.</i>	Consider providing office crockery and cutlery to reduce the use of single-use food and drinks packaging. Where possible, avoid/reduce plastic waste production due to drinking water provision, for example by promoting reusable water bottles. Where bottled water is a necessity, investigate opportunities to purchase large water containers to reduce the total plastic waste produced.	Office crockery and cutlery in place and measures taken to reduce plastic waste production due to drinking water provision.	Avoid using single-use food and drinks containers where possible by using reusable containers or crockery.
		Consider appointing a 'waste champion' to coordinate staff action on and engagement with waste management.	'Waste champion' appointed and active.	
4.2	REDUCE THE CONTAMINATION OF WASTE STREAMS ON AN ANNUAL BASIS.	Where possible, undertake spot-checks of waste to identify common contaminants of recycling waste streams, or collect data on waste contamination, and seek to reduce through communications and engagement. Waste contamination data can be acquired simply by visual checks or more comprehensively via waste audit.	Waste contamination data collected and monitored.	Engage with waste management guidance and comply with correct waste segregation requirements.
		Based on waste contamination data, if possible, identify office staff's challenges around correct waste disposal and implement a waste awareness campaign.	Challenges identified, and interventions to address these challenges in place.	Report unclear or incorrect waste segregation guidance to the appropriate party.
		Ensure all bins have appropriate and accurate signage detailing which items should be disposed of through each waste stream.	Signage in place on all bins and deemed clear and informative by all office users.	Ensure that all recyclable waste is clean and dry before disposal.
		Investigate implementing specific recycling schemes for items that are not commonly recyclable, such as pens, batteries, crisp packets, and coffee grounds.	Additional recycling schemes in place.	



## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
All staff are aware of correct waste management practice in the office, and simple measures to reduce waste production, such as ensuring double-sided printing and encouraging reduced printing, have been taken.	Appropriate bin signage is in place and regularly reviewed for accuracy and clarity. Printing is greatly reduced, and a 'waste champion' is in place to encourage staff engagement.	Waste audits have been conducted to reveal common contaminants of waste streams, and staff engagement has revealed challenges to correct waste management in the office.	Measures have been taken to overcome challenges to waste management in the office, such as an engagement campaign. Additional measures are in place in the office to reduce waste production, such as the provision of crockery and cutlery.	Quantitative targets to reduce waste production are in place, and progress towards these targets is monitored. Waste stream contamination is reduced through ongoing staff engagement.



Photo: Nikolendi / CC 2.0

## IMPACT AREA 5: BIODIVERSITY AND ECOLOGY

**Vision statement:** Where TRAFFIC offices own or operate outdoor spaces, TRAFFIC aims to minimise the negative impact of maintenance of these areas on local biodiversity and to promote wildlife as much as possible.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
5.1	MAINTAIN AND PROTECT BIODIVERSITY WHERE TRAFFIC OFFICES OWN OR OPERATE OUTDOOR SPACES.	Investigate biodiversity-friendly maintenance methods, such as delayed mowing and using environmentally friendly weed killers only as necessary.	Biodiversity-friendly maintenance methods in place and reviewed annually for efficacy.	Volunteer to maintain office outside spaces for biodiversity.
		Consider implementing measures to encourage urban biodiversity, such as sowing pollinator-friendly native wildflowers and adding nest boxes or insect houses.	Measures to encourage biodiversity in place and reviewed annually for efficacy.	Volunteer to support agreed measures.
		Where pest control is necessary, ensure that all poison baiting is carried out with appropriate safeguards in place to protect other wildlife from being harmed.	Wildlife is protected appropriately from pest control measures.	Dispose of food scraps appropriately, to avoid attracting pests.

## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
Some consideration of biodiversity is taken during the maintenance of outdoor spaces.	Significant consideration of biodiversity is taken during the maintenance of outdoor spaces.	Staff actively engage with office outdoor spaces, and behavioural changes have been made to limit the need for pest control.	Existing biodiversity features, such as planters or lawns, have been managed to maximise the biodiversity they host.	Multiple additional biodiversity features have been introduced and are reviewed for biodiversity uptake regularly.

## IMPACT AREA 6: WATER USE

**Vision statement:** TRAFFIC aims to reduce total office water consumption and associated greenhouse gas emissions, by minimising water wastage wherever possible.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
6.1	SEEK OPPORTUNITIES TO REDUCE TOTAL OFFICE WATER CONSUMPTION AND ASSOCIATED EMISSIONS ON AN ANNUAL BASIS.	Collect and report water consumption data annually and set quantitative targets to reduce consumption where possible.	Quantitative targets in place and progress towards targets monitored.	Ensure all taps are turned off properly and report all leaking water fixtures to the appropriate bodies immediately.
		Calculate a baseline water carbon footprint with correct carbon conversion factors <sup>9</sup> where possible.	Baseline water carbon footprint calculated and monitored.	Use harvested rainwater to water plants where possible.
		Ensure that any dripping taps or other leaking water fixtures are repaired rapidly.	Procedures in place to ensure rapid maintenance of fixtures, if necessary.	
		When replacing fixtures, consider installing water-saving measures, such as low-flow taps, showers, and toilets.	Water conservation measures favoured when fixtures are replaced.	
		Consider installing rainwater measures collection to supply any planters.	Rainwater harvesting measures in place.	

## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
All staff engage with water conservation and are aware of the protocol around reporting maintenance issues.	Procedures in place to ensure that faulty water fixtures are rapidly repaired, limiting water wastage.	Whenever fixtures are being replaced, water efficiency is of primary consideration.	Additional water-saving measures, such as implementing rainwater harvesting, have been implemented.	Quantitative targets to reduce water consumption and water carbon footprint in place and progress towards targets monitored.

<sup>9</sup> To report the greenhouse gas emissions associated with an organisation's activities, 'activity data' (here, water consumption) are multiplied by carbon conversion factors. Generally, these are provided by the government and are updated annually, however they may not be available in all TRAFFIC locations. The carbon conversion factor used must correspond to the same year as the activity took place.

## IMPACT AREA 7: HOST COLLABORATION AND REPORTING

**Vision statement:** TRAFFIC aims to develop and maintain a framework in which office and organisational sustainability can be achieved through pursuing continual improvement, accountability, and collaboration with partners.

REF.	OBJECTIVE	RECOMMENDED OFFICE MANAGEMENT ACTIONS	EXAMPLE INDICATOR OF SUCCESS	RECOMMENDED INDIVIDUAL ACTIONS
7.1	<b>FACILITATE A COMMUNITY THAT COLLABORATES FOR A POSITIVE IMPACT ON OFFICE SUSTAINABILITY.</b>	Ensure TRAFFIC presence on any committees concerned with the operation of the office, with encouragement for relevant TRAFFIC staff to positively influence the sustainability of their workplace.	TRAFFIC presence on relevant committees.	Consider establishing or joining an informal office 'Green Group' to engage colleagues and coordinate action.
		Investigate the possibility of establishing or ensuring TRAFFIC presence on a 'Sustainability Working Group,' or equivalent, to coordinate strategic action on office sustainability.	Establishment and/or TRAFFIC presence on relevant committee.	
7.2	<b>ENSURE THAT TRAFFIC PURSUES CONTINUAL IMPROVEMENTS IN SUSTAINABILITY WITH TRANSPARENCY AND ACCOUNTABILITY.</b>	Evaluate and report progress towards sustainability targets detailed in this policy on an annual basis.	Annual reports on sustainability produced.	
		Review and update this sustainability policy and the selection of targets to aim for, on an annual basis, in line with best practice on striving for continual improvement.	Targets reviewed and updated on an annual basis.	

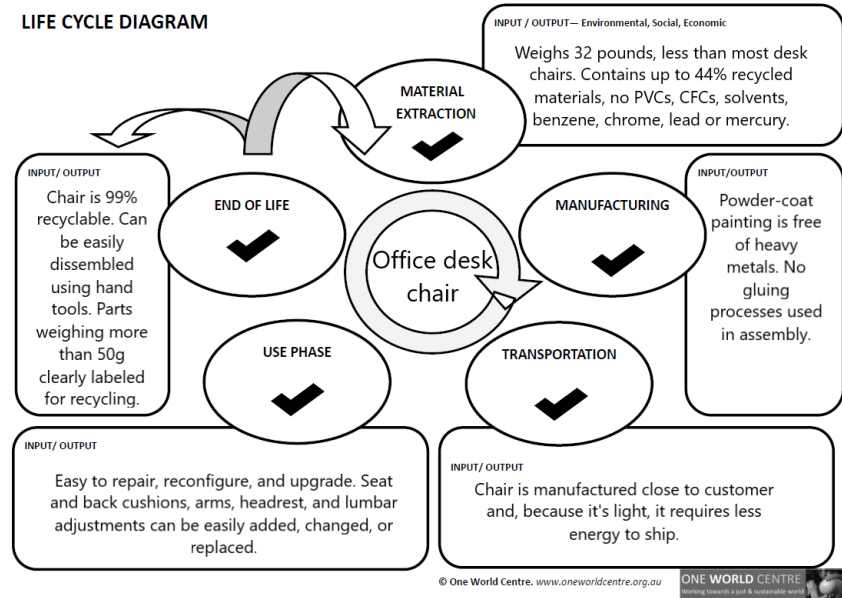
## SUSTAINABLE OFFICE PATHWAY:

FOUNDATION	EMBED	PRACTICE	ENHANCE	LEAD
TRAFFIC staff have some input into the running of offices. Annual reports of sustainability action are produced and submitted to the Global Office in Cambridge, UK.	Informal office 'Green Group' in place, with TRAFFIC representatives. Sustainability progress is reviewed annually, and proposed edits to the Environmental Policy are submitted to the Global Office in Cambridge, UK.	TRAFFIC staff are present on relevant office committees and provide input on decisions concerning office sustainability.	'Sustainability Working Group' established across shared-office situations to act as a platform for collaboration for office sustainability, with strategic oversight and decision-making capability.	In shared offices, TRAFFIC staff lead sustainability action. Annual reports and updated sustainability policy demonstrate office ambition and pursuit of continual improvement.

# ANNEX 1

Life Cycle Analysis (LCA) evaluates the environmental impact of a product or service throughout its entire lifetime. This includes the extraction and processing of raw materials, manufacturing, transport, use, reuse or recycling and final disposal.

## LIFE CYCLE DIAGRAM



Life cycle diagram



Hierarchy of travel options

**TRAFFIC**