

# ENVIRONMENTAL POLICY





# COMPLAINTS POLICY

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# CONTENT.

01.	Introduction .....	01
02.	Policy Statement .....	01
03.	Policy Objectives .....	01
04.	Definition of Terms .....	01
05.	Principles of Environmental Sustainability .....	02
06.	Roles and Responsibilities .....	02
07.	Policy Provisions .....	03
08.	Reporting Procedures .....	04
09.	Sanctions .....	04
10.	Policy Review .....	04

## INTRODUCTION.

Serving Humanity Foundation (SHF) recognizes the importance of environmental sustainability in all aspects of its work. SHF is committed to reducing its environmental impact and promoting sustainable development in its operations and projects.

This Environmental Policy outlines SHF's approach to environmental stewardship, ensuring that the organization's activities contribute positively to environmental protection, climate change mitigation, and resource conservation.

This policy applies to all SHF operations, programs, staff, volunteers, contractors, and partners.

## POLICY STATEMENT.

**A**

SHF is committed to integrating environmental sustainability into its decision-making, operations, and program activities, ensuring that all projects contribute to the protection and enhancement of the environment.

**B**

SHF will take all necessary steps to reduce its environmental footprint, including minimizing waste, conserving energy and water, and promoting environmentally friendly practices in its work.

**C**

SHF will comply with all relevant environmental laws and regulations, ensuring that its activities do not harm the environment.

## POLICY OBJECTIVES.

The objectives of this policy are:

**A**

To minimize SHF's environmental impact by promoting sustainable practices in all aspects of its work.

**B**

To ensure that SHF's projects and programs contribute to environmental protection, climate resilience, and sustainability.

**C**

To raise awareness among staff, volunteers, and partners about the importance of environmental stewardship and encourage sustainable behavior.

**D**

To integrate environmental considerations into SHF's decision-making, procurement, and project implementation processes.

## DEFINITION OF TERMS.

### SUSTAINABILITY

Meeting the needs of the present without compromising the ability of future generations to meet their own needs, particularly in relation to environmental protection, social equity, and economic development.

### CARBON FOOTPRINT

The total amount of greenhouse gases, including carbon dioxide, that are emitted directly or indirectly by an individual, organization, or product.

### RESOURCE CONSERVATION

The practice of managing and using resources, such as energy and water, in a sustainable and efficient manner to reduce waste and protect the environment.

### CLIMATE RESILIENCE

The ability of systems, communities, and individuals to anticipate, prepare for, and respond to hazardous climate events or changes, minimizing their impact and recovering quickly.

# PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY .

The following principles guide SHF's approach to environmental sustainability:

## ENVIRONMENTAL RESPONSIBILITY

SHF will actively minimize its environmental impact and ensure that its operations and programs are environmentally sustainable.

## CLIMATE ACTION

SHF will contribute to climate change mitigation by reducing greenhouse gas emissions and supporting initiatives that promote climate resilience in vulnerable communities.

## RESOURCE EFFICIENCY

SHF will use natural resources efficiently, minimizing waste, conserving water and energy, and promoting sustainable sourcing in all its operations.

## POLLUTION PREVENTION

SHF will take steps to prevent pollution in all forms, including air, water, and soil pollution, through sustainable practices and responsible waste management.

## ROLES AND RESPONSIBILITIES .

### BOARD OF DIRECTORS

Ensure that SHF's strategy and decision-making processes align with the organization's environmental sustainability objectives.

Review and approve major initiatives that involve environmental protection and sustainability.

### CEO

Lead the implementation of SHF's environmental policies and ensure compliance with relevant environmental laws and regulations.

Promote a culture of sustainability across the organization and ensure that environmental considerations are integrated into all decision-making processes.

### ENVIRONMENTAL OFFICER

Monitor SHF's environmental impact and identify opportunities for reducing waste, conserving resources, and enhancing sustainability.

Coordinate environmental awareness programs for staff, volunteers, and partners, ensuring that they understand and adhere to SHF's environmental policies.

Conduct environmental audits and prepare reports on SHF's environmental performance.

### PROJECT MANAGERS

Ensure that environmental sustainability principles are incorporated into the design, implementation, and evaluation of all SHF projects.

Work with beneficiaries and local communities to promote sustainable practices and environmental protection in project areas.

### STAFF AND VOLUNTEERS

Follow all environmental policies and practices in their daily work.

Take steps to reduce their own environmental impact by minimizing waste, conserving energy, and using sustainable transportation.

Participate in environmental training and contribute to SHF's sustainability efforts.

### PARTNERS AND CONTRACTORS

Ensure that their practices align with SHF's environmental policies, including using sustainable materials, reducing waste, and promoting energy efficiency in their operations.

Work with SHF to implement environmentally responsible projects and programs.

# POLICY PROVISIONS.

## ENERGY AND WATER CONSERVATION

SHF will take measures to reduce energy and water consumption in its offices and project sites. This includes installing energy-efficient lighting, using water-saving devices, and promoting awareness of conservation practices among staff and volunteers.

## WASTE REDUCTION AND RECYCLING

SHF will minimize waste generation by reducing, reusing, and recycling materials. Waste reduction practices will be promoted at all project sites and offices, and staff will be encouraged to limit the use of single-use plastics and other non-recyclable materials.

## SUSTAINABLE PROCUREMENT

SHF will prioritize environmentally sustainable products and services in its procurement processes. This includes sourcing materials from sustainable suppliers, reducing packaging, and avoiding products that harm the environment.

## GREENHOUSE GAS EMISSIONS

SHF will work to reduce its carbon footprint by promoting energy efficiency, reducing travel-related emissions, and supporting renewable energy initiatives. Whenever possible, SHF will offset emissions by investing in carbon offset programs.

## SUSTAINABLE TRANSPORTATION

SHF will encourage staff and volunteers to use sustainable modes of transportation, such as walking, cycling, carpooling, and public transportation, whenever possible. SHF will also support the use of electric vehicles and other low-emission transportation options.

## ENVIRONMENTAL EDUCATION AND AWARENESS

SHF will provide ongoing training and education to staff, volunteers, and beneficiaries on environmental sustainability and best practices for reducing environmental impact. SHF will also engage in awareness-raising campaigns to promote sustainable behaviors in communities where it operates.

## CLIMATE CHANGE ADAPTATION AND RESILIENCE

SHF will incorporate climate change adaptation measures into its programs, particularly in communities vulnerable to the impacts of climate change. This includes promoting climate-smart agriculture, water conservation, and disaster preparedness to help communities build resilience.

# REPORTING PROCEDURES .

## ENVIRONMENTAL MONITORING AND REPORTING

- SHF will regularly monitor its environmental performance and report on its progress in reducing its environmental impact. The Environmental Officer will be responsible for preparing annual environmental reports and recommending areas for improvement.

## INCIDENT REPORTING

- Any environmental incidents, such as pollution, waste mismanagement, or non-compliance with environmental regulations, must be reported to the Environmental Officer immediately. SHF will take swift action to address any environmental risks or violations.



### DISCIPLINARY ACTIONS

- Employees, volunteers, or partners who fail to comply with SHF’s environmental policies or engage in practices that harm the environment will face disciplinary measures. This may include suspension, termination, or termination of contracts.
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### CONTRACT TERMINATION

- SHF reserves the right to terminate contracts or partnerships with any individual or organization that fails to adhere to the organization’s environmental principles.

# POLICY REVIEW .

A

This policy will be reviewed every two years or as necessary to ensure that it remains aligned with evolving environmental regulations, best practices, and SHF’s sustainability goals.

B

The Environmental Officer, in collaboration with senior management, will conduct the policy review and recommend updates to the Board of Directors.



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