



www.npwj.org

NON C'É PACE SENZA GIUSTIZIA NO PEACE WITHOUT JUSTICE

Via di Torre Argentina 76; I-00186 Roma; Tel. +39 06 6897 9377
Rue Ducale 41 ; B-1000 Bruxelles ; Tel. +32 (0)2 5+32 2 781 0823

NPWJ Environmental Policies and Procedures (NEPP)

May 2019

Non c'è Pace Senza Giustizia “No Peace without Justice” (NPWJ) is committed to reducing its impact on the environment. We strive to reduce the impact of our offices and our work by promoting and implementing environmentally conscious practices.

Specifically, NPWJ strives to:

- ✓ Comply with applicable legislation;
- ✓ Implement water and energy saving procedures;
- ✓ Minimise waste by adhering to the recycling procedures and policies of the location where a NPWJ office is located;
- ✓ Purchase products for use in our offices and activities that are environmentally friendly;
- ✓ Educate staff about NPWJ Environmental Policies and Procedures;
- ✓ Track and review energy, water and waste outputs in order to measure and promote NEPP performance;
- ✓ Periodically review and update the NEPP in order to reflect best practices.

Waste

NPWJ encourages reduction, reuse and recycling in order to minimise its environmental footprint through the following actions:

- ✓ Turn off lights and computers when not in use;
- ✓ Use energy-efficient light bulbs;
- ✓ If applicable, set the heat and/or air conditioning to designated temperatures;
- ✓ Encourage attire that is seasonally appropriate;
- ✓ Stock reusable cutlery and dishware;
- ✓ Encourage the use of reusable cups, mugs, glasses, and containers;
- ✓ Rewrite/reprint on used paper whenever possible;
- ✓ Purchase eco-friendly paper;
- ✓ Sort all rubbish into the appropriate bin;
- ✓ Encourage the extension of existing equipment by conducting regular preventative maintenance;
- ✓ Encourage the use of ecofriendly or ride sharing means of transportation when commuting to or from work and activities;
- ✓ When appropriate, encourage the use of technology to conduct business correspondences in order to reduce non-essential travel.

Water

NPWJ encourages the following procedures to reduce its water usage:

- ✓ While washing hands or dishes turn the water off when not in use;
- ✓ If applicable and feasible, reuse dirty dish water to water outside flora;



N O P E A C E W I T H O U T J U S T I C E

- ✓ If applicable, run the dishwasher only when it is full and use environmentally friendly detergents;
- ✓ If applicable, use the appropriate flush cycles with office toilets;
- ✓ Report leaking taps and toilets.

Education

When carrying out NPWJ work, it is the responsibility of all employees involved in any capacity to read and adhere to the NEPP. Where appropriate NPWJ will educate its staff and interns on its NEPP efforts, with specific emphasis on correct recycling.

Review and Compliance

NPWJ will track and review its energy, water and waste outputs in order to measure and promote NEPP performance. Increased usage will be accounted for and documented. All employees are expected to report broken or malfunctioning equipment or facilities to management as soon as the issue is detected. NPWJ will make a concerted effort to repair broken or malfunctioning equipment in a timely manner.

In order to maintain a proactive approach concerning its environmental impact, NPWJ administration will periodically review the NEPP and make updates if needed. It is the responsibility of NPWJ administration to announce any policy or procedure change.

Addressing NPWJ Environmental Policies and Procedures Violations

Individuals suspected of willfully violating NPWJ Environmental Policies and Procedures will be fully investigated on a confidential basis. Appropriate action will be taken where an allegation is verified. What is appropriate will depend on the circumstances, but NPWJ stresses the seriousness of this type of behavior.

NPWJ employees may be dismissed, consultant's contracts may be terminated and contact with partners or others may be terminated if serious violations are established. If warranted, the matter may also be reported to an appropriate authority depending on the applicable legislation in the place where the violation occurred.