

# APLE Cambodia

## Environmental Protection Policy



DOCUMENT CONTROL DETAILS	
<b>Title</b>	<p><b>Title:</b> Environmental Protection Policy</p> <p><b>Version:</b> 1.0</p> <p><b>Reference Number:</b> PP012#</p>
<b>Supersedes</b>	<p><b>Supersedes:</b> All previous Environmental or Green policies within the organisation.</p> <p><b>Significant Changes:</b> Reformatting, revision of content</p>
<b>Originator or Modifier</b>	<p><b>Originated By:</b> Evelyn Dykes</p> <p><b>Designation:</b> Chairman, APLE Cambodia</p> <p><b>Modified by:</b> Samleang Seila</p> <p><b>Designation:</b> Executive Director</p>
<b>Ratification</b>	<p><b>Referred for approval by:</b> Samleang Seila</p> <p><b>Date of Referral:</b> 15.11.19</p> <p><b>Referral Destination:</b> Evelyn Dykes</p> <p><b>Date of APLE CAMBODIA Board Approval:</b> 19.11.19</p>
<b>Application</b>	<p>All APLE Cambodia Trustees</p> <p>All APLE Cambodia Employees</p> <p>All APLE Cambodia Volunteers</p>
<b>Circulation</b>	<p><b>Issue Date:</b> 25.11.19</p> <p><b>Circulated by:</b> Samleang Seila (Executive Director)</p> <p><b>Dissemination and Implementation:</b> 25.11.19</p>
<b>Review</b>	<p><b>Review Date:</b> 25.11.19</p> <p><b>Responsibility of:</b> Admin Manager</p>

## PP012# / Environmental Protection Policy

APLE Cambodia is committed to minimising the impact of its activities on the environment. This includes our procurement and use of materials and resources, including all forms of transport

1. **Minimise waste** by evaluating all our operations and ensuring they are as efficient as possible. This includes
  - minimising unnecessary use of paper for communications, both internal and external. We will monitor our use of paper and paper-based products, in addition to monitoring our production of waste paper by weight.
  - Minimise the use of any plastics including plastic bags. The use of single-use plastic items should be minimised in favour of re-usable products.
  - any marketing or publicity materials distributed by APLE Cambodia. All such materials must be sourced from a product range and supplier which minimises the environmental impact of both production and distribution.
2. **Minimise APLE's direct energy consumption** through diligent limitation on electricity use, including switching off all electric lights and appliances (including computers) when they are not actually in use.
3. **Minimise indirect energy consumption and toxic emissions** through the optimal selection and use of our vehicles and the source of their power requirements. All vehicles belonging to APLE Cambodia should be regularly checked and maintained to minimise toxic emissions. Any new vehicles purchased should meet the standards of lowest toxic emissions possible.
4. **Minimise carbon footprint of all activities, including travel, catering and publication.** This includes:
  - Sharing cars, mopeds, buses and other forms of local transport wherever possible
  - Identifying and utilising the most carbon-neutral form of national or international travel
  - Minimising use of catering resources which utilise fossil-fuels for APLE events
5. **Actively promote recycling** both internally and amongst its clients, partners and suppliers. All recyclable products should be collected and delivered to a suitable recycling centre.
6. **Meet or exceed all the environmental legislation** of the Government of Cambodia
7. APLE Cambodia will implement and maintain a training program for its staff to raise awareness of environmental issues and enlist their support in conforming to APLE's performance in protecting the local and global environment. This is the responsibility of the Executive Director.
8. All team leaders will be held responsible for ensuring their staff have received training in environmental protection issues and are conforming to the organisation's policy. Staff should be encouraged to offer suggestions to improve the organisational performance in protecting the environment.
9. A performance report will be provided annually to the Board of Directors to enable monitoring of the commitment of APLE Cambodia to protecting the environment.