

## **Asia region Environmental policy**

*Diakonia Asia region economizes with the use of resources. We are continuously striving to minimize our negative impact on the environment.*

# 1. Transportation

**A**  
Target

- Reduced emissions of flight travels with 6% per year in the coming years.

**B**  
Indicator

- Total carbon dioxide emission for flight travels for Diakonia Asia region staff. 2009 is compared with 2010.

**C**  
Positive effects if the target is reached.

- If Diakonias Asia region reaches the target, less greenhouse gases is emitted into the atmosphere. The increase in frequencies of flooding and droughts is reduced.

D

## Measurements

- Individual web cameras are installed for some computers and web-conferencing possibilities are used as an option to travelling.
- The flight distance should be taken into consideration when deciding on the participation in a meeting.
- The location of a meeting should be chosen so that the total flight distances of all participants are as low as possible.

## 2. Office material and papers

**A**  
Target

- Reduction in the usage of office and stationary material with 10% per person in the coming years.

**B**  
Indicator

- The office stationary costs including toners is reduced with 10% per person. 2009 is compared with 2010.

**C**  
Positive effects if the target is reached.

- If Diakonias Asia region reaches the target harmful production and the consequent negative effects on the air, water and humans is reduced.

D

## Measurements

- Minimize the need for new purchases by reusing stationary and office materials.
- All staff should minimize unnecessary printing.
- Use the intranet for documents that are updated regularly.
- E-mail, PDF and E-cards should be used as a communication method when possible.
- Carry out regular maintenance of photocopiers. Printers that are printing on both sides should be bought when replacing old printers.

# 3. Electricity

**A**  
Target

- Reduction of the electricity usage with 12% per persons the coming years.

**B**  
Indicator

- Units of electricity (kWh) per person. 2009 are compared with 2010.

**C**  
Positive effect if  
the target is reached.

- If Diakonias Asia region reaches the target the amount of harmful substances emitted into the air is reduced, contributing to a better local and global environment.

D

## Measurements

- All staff will ensure that all electric appliances are turned off when leaving the workplace in the evening. The last person to leave the workplace will ensure that lights are turned off everywhere.
- The AC and lights should be turned off when leaving the workplace for longer than 30 minutes.
- The AC should be used only when necessary, and with the highest temperature possible. Preferably close the doors when using the AC.
- Computer monitors are set to go into rest mode after a maximum of 10 minutes.
- Energy efficient equipment and lights should be prioritized even if they are more expensive.

# 4. Wastes

**A**

**Target**

- 80% of the wastes is recycled the coming year.

**B**

**Indicator**

- Each division of wastes (as paper, metal, plastics) that is recycled at the office is compared with the number of divisions that can be recycled.

**C**

**Positive effects if the target is reached.**

- If Diakonias Asia region reaches the target the wastes for landfills and burning is reduced.



D

## Measurements

- Give away or sell material that is not going to be used in the office.
- All staff is responsible for recycling waste paper. Each workplace should have a cardboard box for paper
- Recycle all wastes that can be recycled at a specific place. That may include cardboard, plastic, metal, glass and hazardous waste such as batteries, electrical appliances and lights.

# 5. Procurement

**A**  
Target

- One of Diakonias major purchases 2010 is environmentally friendly at each office.

**B**  
Indicator

- Ecological certified products or products stated to be environmentally friendly are bought in a purchase over 200 dollars during 2010 for each office.

**C**  
Positive effects if the target is reached.

- If Diakonias Asia region reaches the target, suppliers gets incentives to produce goods and services in an more environmentally friendly way.

D

## Measurements

- When doing purchases, the Asia region environmental policy should be considered. For Diakonia price, quality and environmentally friendliness are the three major factors in the procurement. Products with the following characteristics are considered to be the best from an environmental perspective (in the order as presented).
  1. Ecological or fair-trade certified product (Independent certifier)
  2. Message of 'environmentally friendliness on the product.
  3. Locally produced.
- When Diakonia hosts lunches/dinners, vegetarian food should be the norm. Those who want to eat meat or fish must state this, not the opposite. Sandwiches and other snacks that are purchased collectively should be vegetarian as much as possible.