



# **EarthRights Climate Operations Policy & Pandemics, Extreme Weather Events, and Pollution Policy**

**Updated June 2020**

## **I. Climate Operations Policy**

### **PURPOSE**

EarthRights is committed to holding corporations and governments accountable for behavior that exacerbates the climate crisis, and we are committed to playing our part in reducing our environmental impact throughout our operations. The scope of our sustainability policy highlights facilities and buildings, work-related travel, commuting and hosting events as the main areas where we direct our efforts to reduce our environmental impact. This policy provides the standards for organizational operating procedures that are further localized for each office.

### **A. Facilities and Buildings**

Each of our offices present different challenges and opportunities for reducing our environmental impact. While acknowledging the diversity of our work spaces, we will make efforts to reduce energy usage and waste in ways that are appropriate to each location.

### **B. Travel**

As an international organization, travel is embedded in the work that we do. Our goal is not to eliminate international travel but to reduce our air travel emissions so that when we do choose to undertake international business travel, it is mindful, efficient and necessary. To this end, we will assess whether the objective of travel could be achieved virtually; allow for a maximum number of international work trips per year (with anything more requiring special consideration); and plan international travel during the annual planning period with an effort to consolidate trips so staff are not traveling back and forth over the course of the year unnecessarily.

## **C. Commuting**

The choice of how to travel to work is highly determined by personal factors and the varying availability and accessibility of public transportation options in the locations of each of our offices. In light of this, our approach to the environmental impacts of commuting is one that encourages and advocates for environmentally responsible travel within the current constraints of each locale. We will also promote positive commuting choices through the incorporation of staff pledges in annual planning wherein staff are encouraged to outline how they intend to reduce their environmental impact throughout the year. While the mode of transport to work will be one component, staff are encouraged to pledge actions beyond commuting.

## **B. Actions Constituting Fraud**

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of organizational activities.
- Disclosing confidential and proprietary information to outside parties.
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to EarthRights. Exception: Gifts less than \$50 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity.

## **C. Investigation Responsibilities**

The General Counsel has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. In pursuit of this, the General Counsel will establish an ad hoc Fraud Investigation Team. If the investigation substantiates that fraudulent activities have occurred, the General Counsel will issue reports to appropriate personnel and, if appropriate, to the Board of Directors through the Finance Committee.

If the General Counsel is the subject of the investigation, the Chairperson of the Board of Directors will have primary responsibility for the investigation.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

## **E. Events**

Hosting events and bringing people together to collaborate, share information, and build networks is an important component of our work. In order to hold events in a way that is mindful of the environmental impacts that they pose, we will integrate virtual and digital teleconference tools as much as possible. We will also plan convenings so that they are consolidated in the calendar year to ensure that people who may attend more than one of our events can reduce the frequency of their travel. We will minimize waste from events by providing reusable cups, plates, and cutlery and ensure that any external catering or support providers share our commitment to reducing single-use plastic.

## **II. Pandemics, Extreme Weather Events, and Pollution Policy**

### **PURPOSE**

As we continue to see the impacts of climate change affecting all parts of the globe, EarthRights International recognizes that extreme weather events, pollution, and pandemics will continue to affect personal and work environments where we operate. In any of these events, we have outlined the following responses below. In all circumstances, measures taken will adhere to government policy and regulations pertaining to each location. This may result in different rules for staff located in different countries. Localized situations are to be determined by Regional Directors in consultation with HR.

### **A. Pandemics and Extreme Weather Events**

In the event of pandemics and extreme weather events, EarthRights will monitor the situation and make arrangements to ensure the health and safety of all staff. Actions taken to ensure this may include: re-location, office closures, and telework.

### **B. Pollution**

Each regional office will face different causes and severities of pollution (air, water, other). To respond to the specific needs of each office, each region will develop policies appropriate to their context. However, as an organization, EarthRights will outline appropriate monitoring procedures and alerts when pollution risks rise above national health guidelines and ensure a safe onsite work space for all employees. Specific guidelines will be issued for each office and locale according to need.