

DEVELOPMENT RESOURCE CENTRE ENVIRONMENTAL POLICY

ENVIRONMENTAL STATEMENT

The Development Resources Centre (DRC) believes our activities can have environmental importance. We believe our responsibility is to promote behaviours that lessen adverse environmental impact, and to promote actions that lead to overall environmental sustainability and health.

Fundamentally we will prescribe to the 3Rs: **Reduce, Reuse, Recycle**.

WASTE

Waste can accumulate quickly if not managed properly and can have many causes such as packaging, laziness, inconvenience etc.

- Where possible the DRC will endeavour to reduce waste output.
- Use less by thinking more and, where possible, reuse and recycle.
- Have effective strategies in place to deal with waste and circulate information to help with waste management.
- Make waste management as simple as possible to maintain effectiveness.

PAPER

By far one of the biggest wastes comes in the form of paper. Paper that is thrown out can accumulate quickly, and is usually unnecessary or underutilised.

- To reduce consumption staff will be encouraged to use electronic forms of communication and filing. They will be discouraged from printing out any such documentation.
- We will reuse paper for faxing and notes.
- Printing and photocopying will be double-sided.
- Labels and envelopes will be reused if possible.
- Use recycled paper, or when this is not possible source paper created from renewable forestry.
- Use white paper in preference to coloured paper.
- Use the lightest paper weight practical.

RECYCLED PAPER

Currently it is our understanding is that recycled paper is a conscientious choice, reducing the amount of 'new paper' needed. Based on the recommendations from the Ministry for the Environment, the Office of the Federal Environmental Executive and Environmental Defense, the DRC will:

- Seek to use recycled paper that has the highest post-consumer recycled content (ideally 100%).
- Use recycled paper that was processed using ECF (elemental chlorine free) or TCF (totally chlorine free) processes. Preferably using oxygen-based bleaches.

RECLAIMED PAPER

The DRC will use printers whose environmental policy compliments our own. In relation to this will be the use of printers who use reclaimed paper. The reasoning behind the use of reclaimed paper is it has already been created and would otherwise be thrown away without being used. By using reclaimed paper we are reduce the amount of 'new paper' needed.

ENERGY

Conserving energy is beneficial for the environment because it reduces the consumption of fossil fuel, reduces pollution and preserves our waterways.

- We will use low energy lighting
- Promote the purchase of low energy appliances
- Turn off unneeded appliances and lighting.

TRANSPORT

Where possible we will encourage staff to use alternate methods of transport or 'think smart' about transport usage.

- We will encourage the use of 'personal power' to get around. Walking, cycling etc.
- Where motorised transport is required, staff will be asked to use public transport.
- Where public transport is not an option use car-pooling.
- When possible we will organise seminars/meetings in places that are convenient to reduce transport needs.
- For volunteers we will reimburse on public transport costs.
- We will allow working from home options where appropriate.

PUBLISHING

- We will promote the use of recycled paper and vegetable inks for any printing done and any publications.
- We will focus our efforts on email and web based delivery of our message.
- We will encourage design that uses less ink coverage.

PURCHASING

Because of the impact that industry can have on the environment, we will focus to products and companies that are environmentally conscious.

- We will take into account the environmental impact of any proposed purchase.
- Where possible purchase environmentally friendly or low energy products.

- Use companies that deal ethically and use renewable and biodegradable resources.
- Purchase products that help reduce consumption - such as duplexing printers.
- Use environmentally friendly and natural cleaning products.
- Purchase recycled and/or used goods if the purchasing of will benefit the environment.

OTHER

In addition we will encourage:

- A similar green policy at home.
- The growing of plants and their use within the office and home.
- A smoke free environment.

ABOUT US

The Development Resource Centre DRC is Aotearoa New Zealand's specialist information and education centre on international development and global issues. DRC consists of two programmes, Dev-Zone and the Global Education Centre.

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