

**WEConnect International Policy on  
Environment and Sustainability**

April 26, 2020

**1. PURPOSE OF ENVIRONMENT AND SUSTAINABILITY POLICY**

The policy set forth in this document establishes guidelines to describe WEConnect International's commitment to be an environmentally and socially conscious organization that operates in an environmentally and socially sustainable way.

**2. SCOPE**

This policy applies to all employees. All funded programs will comply with the environmental and social standards required by the relevant funder

**3. RESPONSIBLE PARTIES FOR THE POLICY**

Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy.

**4. GUIDELINES**

WEConnect International is committed to providing quality services in a manner that minimizes potential harmful environmental and social impacts. This commitment is realized by the following:

- a. Ensure sound business practices to manage and reduce the organizations environmental footprint
- b. Follow US labor laws to safeguard employees
- c. Minimize harmful environmental and social impacts by complying with funder rules and regulations on donor funded programs

**5. PROCEDURE**

To enforce this policy the following procedures are in place:

- a. Promote responsible and efficient use of office materials and resources throughout our DC office, including paper, water, electricity, and other resources;
- b. Reduce, reuse and recycle, to eliminate waste and conserve natural resources;
- c. Reduce printing documents and paper use
- d. Dispose of waste safely and responsibly, including waste separation and recycling;

- e. Encourage increasing energy efficiency and reducing energy consumption by ensuring office lights are turned off when not in use;
- f. Encourage the use of video conferencing and virtual work;
- g. Comply with all applicable environmental laws/regulations both in the US and in the countries where we work;
- h. Conduct due diligence on all funding partners' environmental, labor, human rights, and social responsibility actions;
- i. Employee Handbook provides our approach to recruitment, employment of minors, work authorization, drug- and tobacco-free workplace, violence and security in the workplace, work hours and whistleblower protection;
- j. Other policies include Code of Ethics, and Human Trafficking

**6. ENFORCEMENT**

WEConnect management will review the enforcement of this policy during internal control reviews and any non-compliance will be corrected.

**7. EXCEPTIONS**

None