



ENVIRONMENTAL POLICY AND BEST PRACTICES FOR VIRTUAL WORK

Preamble

Stone Soup Consulting is driven by its mission, vision and values.

Our Mission:

- Stone Soup Consulting is a socially-driven international company whose mission is to help optimise organisations and initiatives through collective processes of strategy creation and implementation, so that they achieve their greatest possible impact.

Our Vision:

- At Stone Soup Consulting we believe that efficient organisations will drive more impactful societies.
- This vision goes hand in hand with our style of work. We promote teamwork, participatory decision-making processes, purpose-driven leadership and trust in our client relationship management, among others.
- We strive for a world where all organisations are impact-driven and are effective and efficient in achieving their impact goals, thus ensuring that no one is left behind, and that human society is able to live within the environmental boundaries of our planet.

Our Values:

- Our name is inspired by the stone soup legend. At its essence, this legend symbolizes our mission, vision, and especially our values: collaboration, honesty, integrity, inclusion, diversity, innovation, responsibility, accountability and transparency.

At Stone Soup Consulting, we are committed to improving our social impact and reducing our environmental footprint, and we set, manage and control concrete objectives and targets to ensure continuous improvement in our social performance and environmental responsibility and stewardship. Stone Soup operates primarily from home based virtual offices, as we believe that reducing commute to an office and allowing Stone Soup community members - partners, consultants, employees - to be mobile or to be home based is one of the most effective ways of reducing our carbon footprint.

We encourage Stone Soup community members to apply a good environmental awareness and practices to their chosen remote work environment, whether that be a home office, co-working space or mobile working.

Purpose and Scope

This Environmental Policy and Best Practices for Virtual Work consolidates a set of commitments made by Stone Soup Consulting for the continued improvement of the environmental performance of activities and outlines our environmental best practices for working virtually.

The best practices set in this Environmental Policy and Best Practices for Virtual Work apply to all Stone Soup community members' virtual work activities, either from home or from any other work site location.

The environmental commitments set in this document also apply to all our activities, working practices and business relationships that require face-to-face interaction, hands-on service or the use of onsite resources.

Environmental Commitment

Stone Soup community members' commitment in environmental issues is to:

- Increase **our knowledge and awareness** on the climate and nature crisis, and on what actions we might take individually and collectively to mitigate or solve these problems.
- Support Stone Soup's **commitment** to reducing environmental impact and meeting the company's environmental key objectives and targets.
- Promote continued **improvement in Stone Soup's processes, practices and environmental performance** within the framework of the established objectives and targets.
- Ensure **compliance** with all applicable environmental legislation and regulations, as well as other obligations assumed voluntarily, namely in the framework of our B Corp Certification.
- **Communicate internally and externally** our environmental policy, objectives, targets and performance on a regular and transparent manner.
- Improve our **ability** to integrate appropriate **consideration of sustainability and environmental protection** in consultancy projects, trainings and other activities.
- Increase our client **organisation's knowledge and awareness** of the environmental dimension of impact management whenever relevant.
- Take action to **reduce the carbon footprint** of our activities, compensate for unavoidable carbon emissions and seek opportunities to continuously improve our environmental performance and prevent pollution.
- **Reduce consumption** of resources and improve the efficient use of those resources.
- **Manage waste** generated from Stone Soup related activities incorporating reduction, re-use and recycling in accordance with the principles of the waste hierarchy.

- Give due **consideration to environmental issues** (such as biodiversity) and energy performance in the **rental and use** of venues, appliances and vehicles.
- Ensure **environmental**, including climate change and nature protection, **criteria** are taken into account in the **procurement of goods and services**.
- Book **sustainable catering services** whenever possible from organizations providing local, organic, unpackaged and vegetarian food, and that use completely reusable, or biodegradable or recyclable materials.
- **Behave in an environmentally friendly manner**, not only at virtual offices, but also at the **premises of our clients and partners**.
- **Promote the ideas of sustainability and environmental protection** through internal and external informative and educational activities.
- **Foster collaboration among Stone Soup stakeholders** – partners, consultants, employees, clients, corporate partners, suppliers and service providers - to promote improved environmental performance and pave the way towards climate neutrality.

Environmental Best Practices for Virtual Work

To meet our environmental commitments, Stone Soup community members apply the following best practices in virtual offices:

Travel

- Make extensive use of **online audio and video meeting software and online collaboration tools**, thus working remotely and reducing travels to the minimum possible.
- Use **public transportation** as much as possible when travelling outside town of residence or in the immediate surroundings.
- Reduce the use of private car in short local trips by **walking or cycling**.
- Use train travel as a first option for long-distance journeys and use air or road travel as “a last resort” means of communication with clients.
- If flying is unavoidable, **offset flight emissions** by using an online calculator and pay a company to reduce an equivalent amount of pollution elsewhere.
- If using a car is necessary, **drive sensibly** and prefer vehicles that are more efficient and less polluting.
- Eat at **restaurants** and stay at **small non-luxury hotels** that demonstrate a commitment to the

environment and adopt sustainability practices, that are preferably locally-owned, thus promoting local economy and avoiding indirect carbon footprint, that make an ethical use of space and resources and that offer sustainable food options.

- Eat sustainable meals, by avoiding **food waste** at restaurants (and carry a food container, whenever possible, for leftover food), preferring vegetarian meals or ensuring meat comes from sustainable hunting or local extensive pastures, reducing over-stocked fish consumption and refusing consumption of endangered species.
- Reduce **water consumption** (at hotels, restaurants and other venues) and carry our own water bottle.
- **Avoid accepting and/or buying merchandising** (from conferences or visits to clients, if this refusal is culturally accepted) and buy **local, seasonal and organic food** for snacks and catering whenever possible.

Paper

- Maintain a “**paperless**” virtual office as much as possible, except for legal obligations and stakeholder limitations.
- Use **online and digital media** as a core means of communication.
- Keep **all information on laptops and computers** with no use of paper unless absolutely necessary (while practicing healthy eye care habits when working on the computer).
- If paper use is necessary as part of consultancy work, **reduce the amount of paper consumed**, avoid the use of virgin paper, increase the percentage of FSC certified / recycled paper, print paper on both sides, prefer used paper for note taking or for work dynamics, and separate and send paper waste to recycling.
- In case it is necessary to order a printing service, prefer printed products made entirely from 100% recycled paper or originating from responsibly managed forests, and prefer providers that use environmentally friendly materials and have waste collected by certified hazardous waste carriers.

Energy

- **Reduce energy use** and purchase energy that is produced from **renewable sources** if available locally.
- Use an **energy efficient room** as home office.

- Use **natural lighting and cooling**. Reduce office heating and avoid using air conditioning. If necessary, set the heating to 19-21°C and use a thermostat programmer to control the timing of heating.
- Use long **life efficient bulbs or LED lamps and light dimmers** on all wall, ceiling and desk mounted appliances.
- Use **“task lighting”** by lighting just the working area to a higher level and providing background lighting at a lower level for the rest of the space, to minimise the amount of electric light being used.
- **Check energy rating** before purchasing new appliances and equipment.
- **Turn off all office electrical items** at the end of each working session (lights, computers, printers

Waste

- **Reduce the total amount of waste** (besides paper) produced each month. Weigh all outputs each week and continue to reduce consumption.
- **Avoid the use of plastic** (folders, bags, boxes, bottles, cups, plates and cutlery) by adopting reusable alternatives and using materials made of environmental friendly resources.
- **Upcycle**, by searching for new uses for old items rather than discarding them or buying new ones, and source second-hand office equipment and furniture and sustainable electronics (e.g. phones).
- **Repair or upgrade** electronics instead of buying new ones and sell gadgets and computer parts.
- Ensure **safe management and disposal of e-waste** generated from surplus, broken and obsolete electronic and electric devices (mobile phones, computers, laptops, tablets, TVs, head-phones) and other hazardous and toxic materials purchased for home office (ink cartridges, batteries, glue) by checking with our local environmental, health or solid waste agency or local businesses for options on recycling or proper disposal.
- Source **environmentally benign friendly cleaning products and materials**.
- **Collect waste separately** (wood, metal, batteries, green waste), so that recyclable or bio waste can be forwarded to the adapted recycling branches.

Defined and agreed among Stone Soup community members in 2019

Stone Soup's Environmental Policy and Best Practices for Virtual Work Pledge

By signing this Environmental Policy and Best Practices for Virtual Work, I hereby certify that:

I am aware of and understand the Stone Soup's Environmental Policy and Best Practices for Virtual Work.

I understand the commitment and best practices set forth therein.

I commit to conduct myself in accordance with Stone Soup values and comply with the Stone Soup provisions thereof.

I collaborate with the Stone Soup group of partners in applying the Environmental Policy and Best Practices for Virtual Work throughout my participation in Stone Soup related activities and my virtual work.

I understand and accept that there is a consequence for misconduct. Obvious, constant and high levels of disconsideration for these rules could lead to exclusion.

Name

Signature

Date



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