



The Commonwealth

Commonwealth Secretariat Environmental Policy

Effective Date: March 2022

Version: 2.0

Commonwealth Secretariat (HQ) Environmental Policy

A primary goal of the Commonwealth Secretariat is supporting the achievement of environmentally sustainable development in our member states. We will ensure that environmental best practice permeates all the day-to-day and strategic operations of our headquarters; facilities, procedures, and practices.

Objectives

- Ensuring that continual improvement is the cornerstone of our environmental performance and environmental management system by adhering to our energy management objectives outlined in our energy management policy.
- Measuring the carbon footprint of our business activities and developing a Carbon Management Plan to ensure we meet our Climate Neutral target date.
- Effectively managing business travel requirements, raising awareness, and encouraging the use of audio and video conferencing facilities, instead of travel, where practicable.
- Monitoring and reducing the consumption of natural resources (including gas, water, electricity, and paper) in all of our business activities and operation of our headquarters building, including striving towards a paperless work environment.
- Preventing pollution, protecting the environment and improve the management of waste generated from our business operations according to the principles of reduce, re-use and recycle.
- Ensuring environmental management criteria are an integral part of our procurement of goods and services process, to support the purchase of sustainable, energy-efficient products and services, as well as design for environmental performance improvement where practicable.
- Raising staff awareness of environmental issues, and providing them with appropriate information, training and feedback forums to enable staff to play an integral role in our environmental policy.
- Ensuring our headquarters' environmental policy fully supports and underpins our targets, objectives and services on environmentally sustainable development.
- The Secretariat will fully comply with applicable legal and policy considerations including all aspects of International Administrative Law that are relevant to this policy. In addition, the Secretariat will review all relevant UK environmental related legislation on a regular basis.

Targets:

- Declare our Climate Neutral target date by December 2022 to meet our UN Climate Neutral Pledge.
- Transition to the ISO 14001 Environmental standard by the end of 2022, to enable better environmental reporting, improve staff education and engagement, as well as supporting our Carbon Management Plan and Climate Neutral Pledge.
- Maintain effective energy performance in line with the international energy management standard ISO50001.
- Monitor key performance indicators for managing our environmental performance outlined in our energy management policy.
- Provide appropriate tools and resources to ensure the efficient implementation of our environmental policy.
- Actively engage with our staff, service partners, and landlord to promote improved environmental performance in our building and services.
- Carry out an annual review of our environmental performance, policy, and procedures

Communication

All staff and contractors will be made aware of this policy and their individual responsibilities within it. The Secretariat shall undertake to carry out such awareness raising, training and maintenance optimization programmes as may be required in pursuit of improved the Secretariat's environmental impact.

Resources

The Secretariat will ensure that appropriate resources and information are made available, to allow successful implementation of this environmental policy.

Review

This policy will be reviewed on an annual basis by the Green Strategy Committee and will be updated and/or amended as required.



Dr Arjoon Suddhoo

17 March 2022

Deputy Secretary General

Date:

For and on behalf of the Senior Management Committee