



Environmental Policy

PURPOSE

The purpose of this policy is to provide a framework through which the Association can assess the environmental impact of its operations, with the intent of reducing its impact as much as possible without compromising its core mandate.

DEFINITIONS AND SCOPE OF POLICY

For the purposes of this policy, environmental impact is defined as the effect, whether positive or adverse, that activity has on the natural environment.

POLICY STATEMENT

The Association is committed to reducing its environmental impact as much as possible without compromising its core mandate.

The Association recognizes that its operations, such as its conference, publications, workshops, and office administration, have an impact the environment. It is preferable for the Association's activities to have a reduced or minimized impact on the environment in order to use resources effectively and sustainably. While it can incorporate environmentally sustainable practices in its own operations, the Association will also choose suppliers and facilities that incorporate similarly progressive environmental policies within their organizations.

POLICY REQUIREMENTS

In order to achieve the goals of this policy, the Association will:

- Review its operations and activities on a regular basis with regard to their environmental impacts;
- Implement changes in its operations when more environmentally-feasible options are available; and
- Endeavour to use only suppliers and facilities with progressive environmental practices.

ACCOUNTABILITIES

General Principles

In all communications, Association members are bound by the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintaining confidentiality of information. Employees and contractors of the Association are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific terms, this policy and the Volunteer Code of Conduct will apply as best practices documents.



Board of Directors

The Board of Directors will review the Association's existing operations on a regular basis with respect to their environmental impact and identify the ways in they can be changed to reduce or limit the impact on the environment. The Board of Directors will also evaluate any new projects or activities for their potential environmental impacts, aiming to find implementation strategies with the least impact.

Secretariat

Where possible, the Secretariat will incorporate the following principles into the management of the Association's office:

- Reduce the amount of paper used by exploring the feasibility of and, where possible, expanding electronic services and paperless options offered to members, including the Association's publications;
- Reduce or eliminate duplicate distributions of reports and other documents;
- Ensure that, where possible, the paper used by the office and its publications contains recycled fiber and/or the paper is certified by the Forest Stewardship Council or equivalent;
- Recycle paper, glass, plastic and metal and any other materials wherever municipal recycling programs exist or practical alternatives exist;
- Engage with customers, suppliers, and contractors that adopt practices which lead to minimizing environmental impacts, where possible;
- Dispose of office equipment and furniture in a responsible manner or donate materials to other organizations, where feasible; and
- Consider the impact of final disposal when making decisions about the procurement of products and services.

Where possible, the Secretariat will incorporate the following principles into its planning and coordination of events, such as board and committee meetings, professional learning opportunities, and the annual conference:

- Use alternatives to travel, such as teleconferencing, to reduce greenhouse gas emissions, whenever feasible;
- Reduce the amount of paper used by providing all information on-line and encouraging participants to print and pack only the materials required for the event;
- Reduce the amount of waste by encouraging participants to bring reusable beverage containers; and
- Endeavor to use facilities that place a high priority on environmental responsibility such as:
 - using disposable-free food and beverage options;
 - using reusable water containers or tap water, where appropriate;
 - equipping all meeting rooms with recycling stations, where possible;



- opting for recipes using regional local food and beverages, where possible;
- diverting food waste through composting; and
- redistributing untouched food to local food banks and shelters.

In addition to the guidelines outlined above, the Secretariat will explore any additional means to reduce the impact of the Association's activities on the environment.

Members

As primary stakeholders of the Association, members are expected to recognize that this policy may affect the types of products and services that are provided to them. While this policy may cause changes to the products and services they receive, the implementation of the policy will result in the Association pursuing more sustainable practices for the benefit of the natural environment.