



CTG Environmental Sustainability Policy

1. Policy Statement

CTG is a service management company specialising in providing Human Resources and field operational support services in fragile and conflict-affected environments around the world. CTG provides services to humanitarian organisations, government, non-governmental organisations, businesses, and individuals that enable them to focus on their core activities and the achievement of their objectives in hostile and threatening environments.

Due to the nature of CTG's work, our impact on the environment is limited to the energy and water consumption of our offices, as well as business-related air-travel. Nevertheless, we aim to do all we can to ensure our operations are responsible when it comes to environmental impact. CTG is committed to proactively eliminating/avoiding or reducing (to the maximum extent practicable) adverse impacts upon the environment, whilst promoting practices designed to be environmentally beneficial.

This policy is to be an intrinsic part of CTG's culture and way of working. Realising this policy will be achieved through the following framework:

- Understanding the operating context;
- Assessing the risks to the environment within that context and reducing these risks by the greatest extent possible;
- Complying with all applicable laws and regulations;
- Implementing an Environment Management System in order to:
 - Manage equipment and material life-cycles efficiently;
 - Minimise waste – particularly in terms of energy but generally to effect good husbandry;
 - Promote best practice in respect of prevention of adverse impacts and environmental awareness;
- Meeting client and other interested parties' needs and requirements concerning environmental issues;
- And ensuring that environmental issues are taken into account in all business activities – upstream, downstream and internally through the provision of appropriate training.

2. Purpose

This document outlines CTG's Environmental Sustainability standards which shall be adopted, along with all our client's policies, by all CTG Personnel as well as consultants, contractors, visitors, and any other external service providers- whenever they are working.

3. Scope

This policy is applicable throughout CTG, subsidiary companies, branch offices and associated companies. All CTG Personnel, consultants, contractors, trainees, seconded staff, agency staff, volunteers, interns, and visitors (where applicable) have the obligation to read and comply with this policy.

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4. Application

4.1. Our Approach to Environmental Management

As a global company operating in different countries and territories, we recognise that it is not practicable to expect all the projects we work in, or partners we work with, to implement the same set of environmental management practices, but we will aim to ensure all our operations are aligned to our core values and goals. To that end, CTG's environmental management objectives and targets are summarized as follows:

- **Objective 1 – Compliance with all applicable international and national laws and regulations concerning the environment by using the following targets:**
 - Monitor legal and regulatory frameworks to ensure compliance with local environmental regulations and laws as a minimum standard;
 - Zero legal/ regulatory environmental transgressions;
 - Report to the appropriate local authority about any environmental crime or incident we may come to know.
- **Objective 2 – Conserve energy and other resources to the maximum extent practicable by using the following targets:**
 - Limit business travel whenever possible; when travel is necessary we will choose the most cost-effective and lowest impact transportation modes available;
 - Limit printing (including the duplex printing rule, colour printing only for customer facing documents).
- **Objective 3 – Recycle materials to the maximum extent practicable within the following target areas:**
 - Promote the use of recycled paper;
 - Plastic – Increase the proportion of reusable/ recyclable/ recycled products, such as printer cartridges, cans, PET, etc;
 - Water – Nap Cap (where applicable);
 - End of life disposal of goods and equipment.
- **Objective 4 – Protect the environment from pollution to the maximum extent practicable, by using the following targets:**
 - Zero adverse impacts upon the environment (land, water and air).
 - Waste material management to eliminate/ avoid/ reduce risks of pollution.
- **Objective 5 – Environmental impacts to be taken into account in purchasing decisions, by using the following considerations:**
 - Purchase locally to the greatest extent possible;
 - Consider energy efficiency of the goods being procured;
 - Consider potential for recycling goods and components;
 - Share CTG's Environmental Policy with suppliers and partners;
 - Consider pollution factor.

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4.2. Good Sustainability Practices

Recognising that our areas of greatest impact and potential improvement include the energy used to power our offices as well as office waste, we have developed the following internal principles that shall be followed by all CTG Personnel, Consultants, Interns and any Contractor working on CTG facilities.

Our principles are “Reduce, Reuse, Recycle”, and must be supported by everyone as it follows:

- Turn off lights and electronics at the end of the working day and at any time when artificial light is not needed;
- When practical and if possible, always choose paper located in the designated ‘recycling paper boxes’;
- Think before you print;
- Request office suppliers to use fewer packaging materials or arrange with them to take back reusable packaging;
- Recycle all possible waste materials.

4.3 Responsibilities

Both CTG Management Team and Country Managers are responsible for implementing this policy and for ensuring all necessary arrangements to achieve our objectives as set forth in this document. Country Managers are responsible for implementing this Policy and for complying with all applicable local laws, regulations and policies related to Environment.

All Personnel, Consultants, Contractors, Interns and relevant external stakeholders have a responsibility in delivering this policy.

4.4 Training

All new joiners should be provided with a copy of this policy and informed about the Company culture regarding environmental sustainability.

4.5. Reporting

Any issue related to the environment must be promptly reported to CTG’s Ethics Committee (ethics@ctg.org). Further details on how to do so are contained in CTG’s Whistleblowing Procedure.

5. Abbreviations and Definitions

ABBREVIATION / DEFINITION	DESCRIPTION
Sustainability	Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs.
Environment	The natural world, as a whole or in a particular geographical area, especially as affected by human activity.
Recycling	The process of collecting and processing materials that would otherwise be thrown away as trash and turning them in new products.

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Personnel	All permanent CTG personnel (inclusive of senior managers, officers, directors, permanent-temporary).
Waste Management	Activities and actions required to manage waste from its inception to its final disposal.

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