

Environment Policy

2025



Coastal Livelihood and Environmental Action Network

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Environment Policy

Coastal Livelihood and Environmental Action Network (CLEAN)

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Hasan Mehedi
Chief Executive
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About Us

Evolution

We are a non-partisan, voluntary organisation organised, operated, and guided by socio-cultural and professional activists. CLEAN was formed in November 2010. We work throughout Bangladesh, through our partners and the members of the Forum on Ecology and Development (FED) and the Bangladesh Working Group on Ecology and Development (BWGED). We work in South Asia through the South Asia Just Transition Alliance (SAJTA).

Legal Status

We are registered as a non-profit organisation under the Trust Act 1882 vide registration number IV-2/2015.

Vision

To establish an environment-friendly and poverty-free secular society with equity and justice.

Mission

Enabling communities to achieve their rights over nature and natural resources for a healthy environment and sustainable socio-economic development.

Working Area

We work directly in the coastal region of Bangladesh, as well as throughout the country in association with our program partners. We have a strong presence in the districts of Barishal, Chattogram, Cox's Bazar, Dhaka, Gaibandha, Khulna, Mymensingh, Narayanganj, Netrokona, Noakhali, Patuakhali, Rajshahi, Rangpur, Satkhira, and Sunamganj in

Bangladesh. We also work in other South Asian countries in coordination with our alliance members.

Participants

We directly work with disadvantaged individuals, particularly small and marginal farmers, fisher communities, forest dwellers, and Indigenous peoples. We also work with youths, students, academicians, researchers, government agencies, private entities, journalists and like-minded organisations as participants in creating voices for the voiceless.

General Body

Our General Body has 15 members and 53 associate members. It is the supreme authority of CLEAN, which sits annually to approve financial and operational reports, elect the Executive Committee (EC), and oversee strategic actions.

Executive Committee

Our EC consists of five members, who are elected by the General Body every five years. It meets at least twice a year to oversee organisational performance.

Principle Office

Our principal office (also called headquarters) is situated at 4 Mallick Bari Road, Boyra-Rayermahal, Khulna 9000, Bangladesh.

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Acronyms

5R	Refuse, Reduce, Reuse, Repurpose and Recycle	LED	Light-emitting Diode
AC	Air Conditioner	MEAL	Monitoring, Evaluation, Accountability and Learning
AOB	Anonymous Opinion Box	PANEL	Participation, Accountability, Non-discrimination, Empowerment, and Linkage
BWGED	Bangladesh Working Group on Ecology and Development	RWHS	Rain Water Harvesting System
CBD	Convention on Biological Diversity	SAARC	South Asian Association for Regional Cooperation
CCS	Carbon Capture and Storage	SAJTA	South Asia Just Transition Alliance
CE	Chief Executive	SMT	Senior Management Team
CLEAN	Coastal Livelihood and Environmental Action Network	TBS	Take-back System
EC	Executive Committee	TMD	Take-Make-Dispose
EPR	Extended Producer Responsibility	UNFCCC	UN Framework Convention on Climate Change
FAC	Finance & Administration Cell	WTE	Waste-to-Energy
FED	Forum on Ecology and Development		
ICE	Internal Combustion Engine		
KPI	Key Performance Indicator		


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Introduction

is an organisation born from the ecologically agile coastal belt of Bangladesh and working in the shadow of the magnificent Sundarbans, our commitment to the environment is not merely a policy. It is the essence of our identity. Our organisation was founded on the principle that human rights and environmental health are inextricably linked. We cannot advocate for climate justice, ecological integrity, and sustainable livelihoods in the communities we serve without embodying these values in our daily operations.

This Environment Policy is our pledge to 'walk the talk.' It is a framework to guide our actions, challenge our habits, and hold ourselves accountable. For a small, rights-based organisation with limited resources, this policy is not about expensive, large-scale interventions. It is about fostering a culture of mindfulness, resourcefulness, and responsibility. It is about proving that every action, no matter how small, contributes to the larger fight for a just and sustainable planet.

1.1. Rationale of the Policy

In the context of Bangladesh, one of the world's most climate-vulnerable nations, environmental degradation poses an existential threat to the rights to life, food, water, and security for millions. As a rights-based organisation, it is our moral imperative to address this crisis not only through our programmatic work but also through our organisational conduct. An Environment Policy is essential for us to:

- 1) **Uphold Organisational Integrity:** Align our internal practices with our external mission, strengthening our credibility and legitimacy as advocates for environmental justice.
- 2) **Demonstrate Leadership:** Set a positive example for our partners, peer organisations, and the communities we work

with, showing that sustainable practices are achievable even with limited financial capacity.

- 3) **Mitigate Our Impact:** Recognise that, as a small organisation, we consume resources and generate waste. This policy provides a structured approach to minimising our environmental footprint.
- 4) **Enhance Cost-Effectiveness:** Promote resource efficiency, which often leads to financial savings in energy, water, and material consumption, allowing us to allocate more of our grant-based funds directly to our mission.
- 5) **Promote a Healthy Workplace:** Create a cleaner, healthier, and more conscious work environment for our staff members.

1.2. Alignment with Principles

This Environmental Policy is grounded in national and international legal and ethical frameworks that champion environmental rights as human rights. It is guided by:

- 1) **The Constitution of Bangladesh,** specifically Article 18A, mandates the State to "protect and improve the environment and to preserve and safeguard the natural resources, biodiversity, wetlands, forests and wildlife for the present and future citizens".
- 2) **The Universal Declaration of Human Rights (UDHR)** Upholds Article 25, affirming the right to a standard of living adequate for health and well-being, which is impossible without a healthy environment.
- 3) **The Rio Declaration on Environment and Development:** Embracing key tenets such as the Precautionary Principle (Principle 15) and the principle that environmental

protection shall constitute an integral part of the development process (Principle 4).

- 4) **The UN Framework Convention on Climate Change (UNFCCC) and the Paris Agreement:** Committing to contribute, within our capacity, to the global effort to combat climate change and its adverse effects.
- 5) **International and Regional Conventions:** Aligning with the spirit of the Convention on Biological Diversity (CBD) and the South Asian Association for Regional Cooperation (SAARC) Convention on Cooperation on Environment to protect our shared natural heritage.

1.3. Objectives

The primary objectives of this Environment Policy are:

- 1) To systematically reduce our organisational carbon and environmental footprint in our offices, field operations, and events.
- 2) To foster a deep-rooted culture of environmental consciousness, responsibility, and sustainable living among all staff, consultants, and partners.
- 3) To ensure operational cost-effectiveness by minimising the use of energy, water, and non-renewable materials.
- 4) To integrate environmental considerations into all programmatic and operational decision-making processes.
- 5) To strengthen our advocacy for environmental rights by demonstrating practical, replicable, and low-cost sustainable practices.

1.4. Guiding Principles

- 1) We adopt the 5R Hierarchy: Refuse, Reduce, Reuse, Repurpose and Recycle.

Our goal is to minimise waste generation at the source.

- 2) We will treat energy as a precious resource, striving to minimise consumption and transition towards green and clean energy sources as our financial capacity allows.
- 3) We recognise water as a fundamental right and a scarce resource, especially in our coastal region. We commit to conserving, protecting, and wisely managing every drop.
- 4) Every purchase is an opportunity to support a more sustainable and just economy. We will prioritise products and services that are environmentally friendly, socially responsible, and locally sourced.
- 5) We commit to reducing emissions from our travel, prioritising modes of transport that have the lowest environmental impact. We actively discourage the use of private internal combustion engine (ICE) cars for office commutes and official business.
- 6) We recognise the link between food, climate change, and biodiversity. At all our events, we will promote healthy food choices that benefit both people and the planet.
- 7) We will transition towards a 'less-paper' office, treating paper as a valuable resource derived from forests.

1.5. Scope of the Policy

1) Covered Individuals & Entities

This Environment Policy applies to all individuals and entities associated with our organisation, including:

- a) EC members
- b) Full-time, part-time, contractual and temporary staff members
- c) Volunteers, interns and fellows
- d) Consultants, contractors, and service providers

-) Partner organisations and their representatives participate in joint activities and within projects managed by us.

) Covered Situations

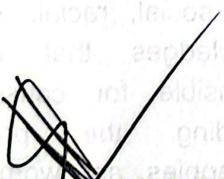
This Policy applies in all contexts and locations where our work is conducted, including:

-) Our principal office (headquarters), as well as any field or liaison offices.
-) Work-related travel, meetings, trainings, workshops, and conferences.
-) Virtual workspaces encompass a range of tools, including email, social media, digital communication platforms, and data storage.
-) All program activities, from design and implementation to monitoring and evaluation, are conducted.

- e) Social or official event or interaction that can be reasonably linked to the professional context of our organisation.

1.6. Policy Review

- 1) This Environment Policy will be formally reviewed every two (2) years, or earlier if required by significant changes in national legislation, organisational structure, or lessons learned from its implementation.
- 2) The review process will be participatory, led by the Environment Committee, and will involve consultations with all staff to gather feedback and suggestions.
- 3) The Executive Committee (EC) will formally approve all revisions to this policy.


Hasan Mehedi
 Chief Executive
 CLEAN


 Chairperson
 CLEAN

Hasan Mehedi
 Chief Executive
 CLEAN

2. Definitions

2.1. Anonymous Opinion Box

A vital tool for fostering a healthy workplace culture. It provides a safe, confidential channel for employees to share candid feedback, raise concerns, or suggest improvements without fear of reprisal. This unfiltered communication is invaluable, allowing leadership to identify hidden problems, address sensitive issues, and gain honest insights that might otherwise remain unspoken. The AOB will be opened monthly only by the Ombudsperson and/or their authorised representatives.

2.2. Bangladesh Working Group on Ecology and Development

A coalition of civil society organisations advocating for environmental justice and sustainable development. It unites activists, researchers, and community groups to challenge ecologically harmful policies and projects. BWGED influences national discourse on climate change, energy, and resource rights, promoting pro-people, environmentally sound alternatives to protect the nation's natural heritage and the livelihoods dependent on it.

2.3. Biodiversity

Also called Biological Diversity. The variety of all forms of life on Earth, from the smallest microbes to the largest mammals, including the diversity within species, between species, and of the ecosystems they inhabit. For us, protecting biodiversity is crucial for the health of ecosystems like the Sundarbans, which provide essential services like clean air, water, food security, and livelihood opportunities for coastal communities.

2.4. Carbon Footprint

The total amount of greenhouse gases (primarily carbon dioxide) emitted directly or indirectly by an individual, organisation, event,

or product. Our policy aims to measure and systematically reduce our own organisational and individual carbon footprints through actions in energy, transport, and waste management.

2.5. Circular Economy

An economic model that is restorative and regenerative by design. It aims to eliminate waste by keeping products, equipment, and materials in use for as long as possible through reuse, repair, remanufacturing, and recycling. It contrasts with the traditional linear 'take-make-dispose' model.

2.6. Climate Adaptation

The process of adjusting to the current and expected effects of climate change. It involves actions to manage the impacts, reduce vulnerability, and increase resilience. Examples include building cyclone shelters, adopting saline-tolerant crop varieties, and rainwater harvesting.

2.7. Climate Change

A long-term, large-scale shift in the planet's weather patterns and average temperatures. While natural climate fluctuations occur, the current rapid change is primarily caused by human activities, notably the burning of fossil fuels. For Bangladesh, this manifests as more frequent and intense cyclones, rising sea levels, riverbank erosion, and unpredictable rainfall.

2.8. Climate Justice

A human rights-based approach to the climate crisis that frames it not just as an environmental issue, but as a profound social, racial, and ethical one. It acknowledges that the communities least responsible for causing climate change, including the poor, marginalised, Indigenous peoples, and women in countries like Bangladesh, are often the first

and worst affected. It demands that solutions be equitable, protect human rights, and address the historical inequities that have created this crisis.

2.9. Climate Mitigation

Actions aimed at reducing greenhouse gas emissions are crucial to slowing down or halting climate change. The primary form of mitigation is transitioning away from fossil fuels towards renewable energy and improving energy efficiency.

2.10. Climate Mitigation

The ability of communities, individuals, and ecosystems to anticipate, absorb, and recover from climate-related shocks and stresses. It goes beyond mere survival, focusing on strengthening social capacities, protecting natural buffers like the Sundarbans, and adapting livelihoods to ensure people can thrive with dignity in our rapidly changing climate.

2.11. Composting

The natural process of recycling organic matter, such as food scraps and yard waste, results in a rich soil amendment called compost. It is a practical way to reduce landfill waste and create a valuable resource for gardening.

2.12. Deforestation

The clearing or permanent removal of forests to make way for other land uses, such as agriculture or infrastructure. It is a major contributor to climate change (as forests are critical carbon sinks) and biodiversity loss.

2.13. Ecosystem

A biological community of interacting organisms (e.g., plants, animals, microbes) and their physical environment (e.g., soil, water, air). A mangrove forest, a river, or a wetland are all examples of ecosystems. The health of these ecosystems is directly linked to the well-being

and livelihoods of the communities that depend on them.

2.14. Energy Efficiency

Using less energy to perform the same task or produce the same result. It is a critical and cost-effective way to reduce energy consumption and lower carbon footprints. Examples include using LED light bulbs instead of incandescent ones or properly insulating a building.

2.15. Environmental Footprint

The total measure of demand our organisation places on natural resources. It encompasses our consumption of energy, water, and materials, as well as the waste and emissions we produce. For us, reducing our footprint is a practical expression of our values, ensuring our operational impact aligns with our mission to protect the environment for all.

2.16. Environmental Justice

The fair treatment and meaningful involvement of all people, regardless of race, colour, national origin, or income, concerning the development, implementation, and enforcement of environmental laws, regulations, and policies. It is achieved when everyone enjoys the same degree of protection from environmental and health hazards and has equal access to the decision-making process, resulting in a healthy environment in which to live, learn, and work.

2.17. Extended Producer Responsibility

A policy principle that holds producers accountable for the entire lifecycle of their products, especially post-consumer waste like plastic packaging. EPR shifts the financial and physical burden of waste management from municipalities to the corporations that create the pollution, incentivising them to design more sustainable, recyclable, and less harmful products.

2.18. E-waste

Also known as Electronic Waste, e-waste refers to discarded electrical or electronic devices. E-waste contains toxic materials such as lead, mercury, and cadmium that can harm human health and the environment if not disposed of properly.

2.19. False Solutions

Initiatives and technologies promoted as being 'climate-friendly' that, upon closer inspection, fail to address the root causes of the climate crisis, create new social or environmental problems, or serve to prolong the life of polluting industries. Examples include large hydropower dams and geothermal projects that displace communities, monoculture plantations, and unproven carbon capture and storage (CCS) technologies, as well as Waste-to-Energy (WTE) and liquid hydrogen or ammonia, which attempt to justify continued fossil fuel extraction.

2.20. Forum on Ecology and Development

A district-level civil society forum dedicated to protecting communities, conserving the environment, and promoting economic prosperity in the area by opposing fossil fuel projects and environmentally destructive activities, while promoting green and clean development.

2.21. Fossil Fuels

Carbon-based fuels are formed from the fossilised remains of ancient plants and animals, including coal, petroleum, and fossil gas. The burning of fossil fuels is the primary driver of human-made climate change.

2.22. Greenhouse Gases

Gases in the Earth's atmosphere that trap heat, such as Carbon Dioxide (CO₂), Methane (CH₄), Nitrous Oxide (N₂O), Chlorofluorocarbons

(CFC), Fluoromethane (CHF₃), etc. While they occur naturally, human activities have dramatically increased their concentration, leading to global warming.

2.23. Just Transition

The process of transitioning from an extractive, fossil fuel-based economy to a regenerative, green economy must be fair, equitable, and just for all. It ensures that workers and communities who have historically depended on polluting industries (e.g., coal power plant workers) are supported with new, decent job opportunities, social protection, and a voice in the planning process.

2.24. Loss and Damage

The impacts of climate change that go beyond what people can adapt to. It includes permanent losses (e.g., loss of life, territory, or culturally significant sites) and damages that can be repaired (e.g., destroyed infrastructure). For climate-vulnerable nations, securing finance from historically polluting countries to address loss and damage is a key pillar of climate justice.

2.25. Mangrove

A type of tree or shrub that lives in coastal intertidal zones, known for its ability to tolerate saltwater. The Sundarbans, the world's largest single-tract mangrove forest, is a vital natural shield for Bangladesh, protecting the coast from cyclones and storm surges, acting as a nursery for fish, and supporting immense biodiversity.

2.26. Precautionary Principle

The principle that if an action or policy has a suspected risk of causing harm to the public or the environment, in the absence of scientific consensus that the action or policy is harmful, the burden of proof that it is not harmful falls on those taking the action. This principle guides our advocacy against potentially destructive projects.

27. Renewable Energy

Energy derived from natural sources that are replenished on a human timescale, such as sunlight, wind, rain, tides and waves. Solar and wind power are called Actual Renewable Energy (ARE). They do not produce greenhouse gas emissions and are central to mitigating climate change.

28. Single-Use Plastics

Plastic products are designed to be used only once before being thrown away or recycled. These include plastic bags, straws, coffee stirrers, and most food packaging. They are a significant source of pollution, harming wildlife and ecosystems.

29. Soil Degradation

The decline in soil quality is caused by improper use, usually for agricultural, industrial, or urban purposes. It includes soil erosion, loss of organic matter, and increased salinity (a significant issue in coastal Bangladesh), threatening food security.

30. South Asia Just Transition Alliance

A regional network uniting civil society organisations, grassroots movements, trade unions, and researchers. It advocates for a 'just transition' away from fossil fuel-dependent economies toward sustainable alternatives. The alliance works to ensure that this shift is equitable, protecting the rights and livelihoods of workers and vulnerable communities that are impacted by climate action. SAJTA promotes policy solutions that integrate social justice with environmental sustainability across South Asia. Currently, SAJTA works in Bangladesh, India, Nepal, Pakistan and Sri Lanka.

2.31. Sustainability

Meeting the needs of the present generation without compromising the ability of future generations to meet their own needs. For us, this means promoting practices and policies that strike a balance between environmental health, social equity, and economic viability.

2.32. Take-Make-Dispose Model

A traditional, linear economic system where raw materials are extracted to create products that are used briefly and then discarded as waste. This unsustainable model depletes finite resources and creates vast pollution. Our policy actively rejects this approach by embracing circular principles that treat waste as a resource and prioritise reduction.

2.33. Waste Hierarchy

It is also called the 5R Hierarchy. A framework for prioritising waste management strategies in order of environmental preference. The 5Rs in our organisation are:

- a) **Refuse:** Avoid acquiring items we do not need.
- b) **Reduce:** Minimise the consumption of resources.
- c) **Reuse:** Use items multiple times for their original purpose.
- d) **Repurpose:** Use an item for a different purpose instead of discarding it. and
- e) **Recycle:** Convert waste materials into new products.

2.34. Wetlands

Areas where water covers the soil, or is present either at or near the surface of the soil, all year or for varying seasons during the year, including marshes, ponds, and swamps. Wetlands are critical habitats for biodiversity, act as natural water purifiers, and play a crucial role in controlling floods.

3. Governance

Effective implementation of this Environment Policy requires a shared commitment from every level of the organisation.

3.1. Executive Committee

The EC will provide strategic oversight, champion the policy at the highest level, and ensure that the Chief Executive and the organisation are held accountable for its implementation. The EC will review the annual 'Green Audit' report and approve any significant revisions to this policy.

3.2. Chief Executive

The CE holds ultimate responsibility for the successful implementation of this policy. S/he will:

- 1) Model environmentally responsible leadership.
- 2) Ensure the allocation of necessary, albeit limited, resources for environmental initiatives.
- 3) Empower the Senior Management Team (SMT) and the Environment Committee to drive the policy forward.
- 4) Integrate ecological performance into the overall organisational strategy and reporting.

3.3. Senior Management Team

The SMT, comprising all coordinators and the Chief Executive, is responsible for implementing and operationalising this policy. The SMT will:

- 1) Integrate environmental objectives into departmental and project work plans to ensure alignment with overall organisational goals.
- 2) Support the Environment Committee and ensure its recommendations are given due consideration.

- 3) Address any significant challenges or non-compliance issues related to the policy.
- 4) Review and approve the annual 'Green Audit' report.

3.4. Environment Committee

- 1) To spearhead the implementation of this policy, an Environment Committee will be formed. It is a voluntary, facilitative body, not a disciplinary one.
- 2) **Composition:** The Team will consist of at least three (3) staff members from different Cells, including at least one (1) woman and a representative from the Finance & Admin Cell (FAC).
- 3) A Team Leader will be selected from among the members.

4) The Environment Committee will:

- a) Act as the primary champion and resource for environmental initiatives within the organisation.
- b) Organise at least two awareness-raising events or 'Green Talks' per year for staff.
- c) Monitor and track key environmental indicators (e.g., energy use, paper consumption).
- d) Conduct an annual 'Green Audit' and prepare a summary report.
- e) Maintain a 'Green Idea' corner on the office message board or digitally.
- f) Orient new staff, consultants, and partners on this policy.

3.5. Staff Members

Every individual associated with our organisation plays a vital role. All personnel are expected to:

- 1) Read, understand, and adhere to the principles and actions outlined in this policy.

- Actively participate in creating a culture of environmental stewardship by practising conservation and waste reduction.
- Contribute ideas and suggestions for improving our environmental performance.

- 4) Report any systemic issues or suggestions for improvement to the Environment Committee or through the Anonymous Opinion Box (AOB).

Actions Points

- 1) Reduce Fossil Fuel Promoters: We will... accept instead or non-financial... from any institution or company... promotes fossil fuels or false solutions.
- 2) Maximize Natural Light: Office lights will be arranged to maximize the use of natural daylight. Lights will remain off in areas with sufficient daylight.
- 3) Switch Off Culture: All staff are responsible for turning off lights, fans, computer monitors, and other equipment when not in use, and especially when leaving the office. The last person to leave is responsible for a final check.
- 4) Energy-efficient Equipment: All purchases of light bulbs, fans, and other equipment must be the most energy-efficient models available within our budget.
- 5) Air Conditioning: AC units will be used only when necessary (e.g., extreme heat waves). During heating and production, when used, the thermostat will be set to a minimum of 28 degrees Celsius.
- 6) Solar Power Aspiration: We will... seek grant opportunities or allocate... when financially feasible, to install...

Actions Points

- 1) Reduce Single-use Plastic: The existing ban on single-use plastic bottles at all office events, and field activities is reinforced. We will actively reuse plastic bags, cutlery, and unnecessary packaging from vendors where possible.
- 2) Reduce Consumption: We will consistently reduce our consumption of all materials, particularly those with a high environmental impact.
- 3) Recycling Waste: All offices will maximize recycling of waste, especially paper, cardboard, glass, and reusable plastic. We will also maintain clearly labelled bins for at least three categories of waste, whenever possible: (i) Compostable (Green Bin); Food scraps, tea leaves, buff peels; (ii) Recyclable (Blue Bin); Paper, cardboard, glass, specific types of plastic; and (iii) Non-Recyclable (Red Bin); All other waste.
- 4) Composting: The Environment Committee will explore and establish a small-scale office composting system (e.g., a pit or bin) for organic waste, with the resulting compost used for office plants.
- 5) E-waste: Electronic waste (e.g., batteries, old equipment) will be collected separately.

4. Principles & Actions

To establish ourselves as greener always, we devised specific and practical actions we commit to as an organisation. These actions are designed to be low-cost, high-impact, and relevant to our daily operations.

Waste Reduction

Guiding Principle

We adopt the 5R Hierarchy: Refuse, Reduce, Reuse, Repurpose and Recycle. Our goal is to minimise waste generation at the source.

Actions Points

- 1) **Refuse Single-use Plastics:** The existing ban on single-use plastic bottles at all offices, events, and field activities is reaffirmed. We will actively refuse plastic bags, cutlery, and unnecessary packaging from vendors where possible.
- 2) **Reduce Consumption:** We will consciously reduce our consumption of all materials, particularly those with a high environmental impact.
- 3) **Recycling Waste:** All offices will maximise recycling of waste, especially paper, cardboard, glass, and reusable plastic. We will also maintain clearly labelled bins for at least three categories of waste, whenever possible: (i) **Compostable (Green Bin):** Food scraps, tea leaves, fruit peels, (ii) **Recyclable (Blue Bin):** Paper, cardboard, glass, specific types of plastic, and (c) **Non-Recyclable (Red Bin):** All other waste.
- 4) **Composting:** The Environment Committee will explore and establish a small-scale office composting system (e.g., a pit or bin) for organic waste, with the resulting compost used for office plants.
- 5) **E-waste:** Electronic waste (e.g., batteries, old equipment) will be collected separately

and disposed of through the formal Take-back System (TBS) or a certified e-waste recycler.

Energy Transition

Guiding Principle

We will treat energy as a precious resource, striving to minimise consumption and transition towards green and clean energy sources as our financial capacity allows.

Actions Points

- 1) **Refuse Fossil Fuel Promoters:** We will not accept financial or non-financial support from any institution or company that promotes fossil fuels or false solutions.
- 2) **Maximise Natural Light:** Office layouts will be arranged to maximise the use of natural daylight. Lights will remain off in areas with sufficient daylight.
- 3) **'Switch Off' Culture:** All staff are responsible for turning off lights, fans, computers, monitors, and other equipment when not in use, and especially before leaving the office. The last person to leave is responsible for a final check.
- 4) **Energy-efficient Equipment:** All new purchases of light bulbs, fans, and office equipment must be the most energy-efficient models available within our budget.
- 5) **Air Conditioning:** AC units will be used only when necessary (e.g., extreme heat waves affecting health and productivity). When used, the thermostat will be set to a minimum of 25 degrees Celsius.
- 6) **Solar Power Aspiration:** We will actively seek grant opportunities or allocate funds, when financially feasible, to install solar

power panels to meet our office energy needs.

Water Stewardship

Guiding Principle

We recognise water as a fundamental right and a scarce resource, especially in our coastal region. We commit to conserving, protecting, and wisely managing every drop.

Actions Points

- 1) **Water Conservation:** All staff are encouraged to use water judiciously. Any leaks in taps or pipes must be reported immediately to the Finance & Admin Cell (FAC) for prompt repair.
- 2) **Rainwater Harvesting:** Considering our location, we will maintain and, where feasible, expand our Rainwater Harvesting System (RWHS) to collect water for non-potable uses, such as cleaning and gardening.
- 3) **Water-efficient Fixtures:** When replacing or installing new toilets and taps, the most water-efficient models will be prioritised.
- 4) **Wastewater Reuse:** Where safe and practical, wastewater will be collected and used for watering office plants.

Sustainable Procurement

Guiding Principle

Every purchase is an opportunity to support a more sustainable and just economy. We will prioritise products and services that are environmentally friendly, socially responsible, and locally sourced.

Actions Points

- 1) **Procurement Criteria:** When purchasing goods and services, the Purchase

Committee and other related staff will prefer items that are:

- a) locally produced and sourced
 - b) made from recycled or sustainable materials (e.g., certified wood),
 - c) Durable and repairable, rather than disposable.
 - d) Fairly traded and produced under ethical labour conditions.
- 2) **Vendor Selection:** We will favour vendors who share our environmental commitments and have their sustainable practices in place.
 - 3) **Avoid Harmful Chemicals:** The cleaning products we purchase will be biodegradable and free from harsh, toxic chemicals.

Low-Carbon Transport

Guiding Principle

We commit to reducing emissions from our travel, prioritising modes of transport that have the lowest environmental impact. We actively discourage the use of private internal combustion engine (ICE) cars for office commutes and official business.

Actions Points

- 1) **Travel Hierarchy:** For official travel, the following hierarchy will be promoted and budgeted for:
 - a) **First Priority:** Walking, Bicycles, Rickshaws (for local travel).
 - b) **Second Priority:** Public Transportation (trains for long-distance travel, buses).
 - c) **Third Priority:** Shared transport (e.g., Electric Vehicle (EV), Microbus for team field trips).
 - d) **Last Resort:** Air travel (only for essential, time-critical travel).

- 2) **Virtual Meetings:** We will promote and prioritise virtual meetings and teleconferences to reduce the need for long-distance travel.
- 3) **Vehicle Maintenance:** Any organisational vehicles (e.g., motorbikes) will be regularly serviced to ensure optimal fuel efficiency and minimal emissions.

Sustainable Food Systems

Guiding Principle

We recognise the link between food, climate change, and biodiversity. At all our events, we will promote healthy food choices that benefit both people and the planet.

Actions Points

- 1) **Local and Seasonal:** The food served at our conferences, trainings, workshops, and other events will, whenever possible, be sourced from local producers and feature seasonal ingredients.
- 2) **Plant-rich Meals:** We will prioritise vegetarian and fish-based meals over those containing red meat, given the high carbon footprint associated with livestock production.
- 3) **Reduce Food Waste:** We will carefully plan food quantities for events to minimise waste. Any safe, untouched leftovers will be

distributed to staff or local charities, where appropriate.

- 4) **Avoid Bottled Water:** We will refrain from using all types of bottled water and promote the use of reusable bottles made from glass, stainless steel, or other recyclable materials.

Paper and Printing

Guiding Principle

We will transition towards a 'less-paper' office, treating paper as a valuable resource derived from forests.

Actions Points

- 1) **Think Before You Print:** All staff will be encouraged to avoid printing unless necessary. Digital documents, sharing, and note-taking are the default.
- 2) **Default Printer Settings:** All office printers will be set to print double-sided (duplex) and in black and white by default.
- 3) **Reuse Paper:** A designated tray for one-sided printed paper will be maintained in the office for reuse. For reuse, this paper will be used for internal drafts, note-taking, and test prints.
- 4) **Recycled Paper:** When purchasing new paper, preference will be given to recycled or sustainably certified paper, budget permitting.


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5. Environment Mainstreaming

5.1. Internal Capacity Building

- 1) **Onboarding:** This Environment Policy will be a mandatory part of the onboarding package for all new staff, consultants, and interns. The Environment Committee will conduct a brief orientation session for them.
- 2) **Green Talks:** The Environment Committee will facilitate at least two 'Green Talks' or informal learning sessions annually on topics such as plastic pollution, Water Management, Waste Reduction, the 5R Hierarchy, Climate Action, or Local Biodiversity.
- 3) **Visible Reminders:** Simple, positive reminders (e.g., 'Switch Me Off!', 'Think Before You Print', 'I Avoid Plastic') will be placed near light switches, printers, and water sources to encourage responsible behaviour.
- 4) **Knowledge Sharing:** An accessible digital folder will be created containing this policy, relevant articles, and practical 'how-to' guides.
- 5) **Day Observation:** To raise awareness and amplify our voice for environmental protection, we will observe the following international days with relevant internal or external activities: (a) Earth Day (22 April), (b) World Environment Day (5 June), (c) International Day for the Conservation of the Mangrove Ecosystem (26 July)

5.2. External Communications

- 1) **Leading by Example:** We will share our Environment Policy and our experiences in implementing it with partner organisations and at relevant forums to encourage wider adoption of sustainable practices in the non-profit sector.

- 2) **Programmatic Integration:** We will strive to integrate the principles of this policy into the design and implementation of our projects, promoting community-led sustainable practices.
- 3) **Supplier Engagement:** We will communicate our environmental standards to our key suppliers and encourage them to adopt more sustainable practices.

5.3. Monitoring & Reporting

- 1) The Environment Committee will conduct a simple internal 'Green Audit' at the end of each calendar year to assess progress against the policy's objectives.
- 2) The Green Audit Report includes: (a) Expenditure on paper purchase, (b) Kilograms of waste generated (estimated from the number of buckets), (c) Expenditure in Private Transport vs. Public Transport, and (d) Expenditure in grid-connected electricity, gas and petroleum vs. Renewable energy per BDT 1,000 (taka One thousand) for programs.
- 3) A concise summary report will be prepared for the Chief Executive, highlighting achievements, challenges, and recommendations for the coming year.
- 4) A summary of our environmental performance will be included in the organisational annual report to ensure transparency with our partners, donors, and the public.

5.4. Grievance Mechanism

- 1) All staff members are encouraged to provide constructive feedback and innovative ideas for improving our environmental

performance by directly submitting them to the Environment Committee.

- 2) The Anonymous Opinion Box (AOB) can be used by any staff member to submit anonymous suggestions, concerns, or report

significant and deliberate disregard for the policy. These will be reviewed by the Ombudsperson, who may share non-sensitive, actionable suggestions with the Environment Committee for consideration and review.


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(Event Organising Team will fill out the form and submit it to the Environmental Campaigns)

Title of the event : _____
Project/Program : _____
Date : _____
Time : _____
Location : _____

1. Venue & Timing

1.1 Is the venue accessible by public transport?

ANNEXURES

1.2 Is natural light and ventilation available?

2. Food & Snacks

2.1 Have we ordered local and seasonal foods?

2.2 Are vegetarian and fish options the primary choices?

2.3 Have we planned carefully to avoid food waste?

3. Materials & Waste

3.1 Have we eliminated single-use plastic bottles?

3.2 Are reusable cups, plates, and cutlery being used?

3.3 Have we minimised paper use (printing digitally)?

3.4 If printing is needed, is it double-sided?

Coastal Livelihood and Environmental Action Network

Green Event Checklist

(Event Organising Team will fill out the form and submit it to the Environment Committee.)

Title of the Event :

Project/Program :

Date : Time :

Location: :

1. Venue & Timing

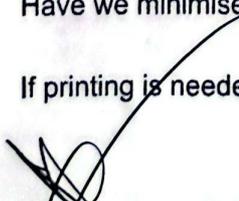
SL#	Question	Yes	No	N.A.	Remarks
1.1	Is the venue accessible by public transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
1.2	Is natural light and ventilation available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

2. Food & Snacks

SL#	Question	Yes	No	N.A.	Remarks
2.1	Have we ordered local and seasonal food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
2.2	Are vegetarian and fish options the primary choice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
2.3	Have we planned carefully to avoid food waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

3. Materials & Waste

SL#	Question	Yes	No	N.A.	Remarks
3.1	Have we eliminated single-use plastic bottles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
3.2	Are reusable cups, plates, and cutlery being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
3.3	Have we minimised paper use (sharing digitally)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
3.4	If printing is needed, is it double-sided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>


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3.5 Are clearly labelled bins for waste available?

4. Communication

SL#	Question	Yes	No	N.A.	Remarks
3.1	Have we invited people through email and digital communications to reduce paper use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Have participants been informed about the green event policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Have we encouraged participants to use public transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Next Steps

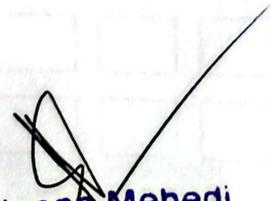
- 1) Please calculate the total score by giving '5' for yes, '0' for No and '2' for Not Applicable.
- 2) If the number is between 48 and 65, our performance is Exemplary. We should systematically document best practices and lessons learned for internal and external sharing.
- 3) If it is 31-47, our performance is 'Proficient'; we need to identify the specific checklist areas with lower scores and provide targeted technical support or training to address these areas.
- 4) If the number is 21-30, our performance is 'Developing'. Our project team is required to attend a refresher course on gender mainstreaming.
- 5) If the number is below 21, our performance requires urgent attention. The Environment Committee and SMT must immediately meet with the project team to understand the reasons for the low score.

Prepared by

Checked by

Name: _____
 Position: _____
 Date: ___/___/___

Name: _____
 Position: _____
 Date: ___/___/___


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Coastal Livelihood and Environmental Action Network Green Procurement Checklist

(The Purchase Committee will fill out the form and submit it to the Environment Committee.)

Name of the Item :

Purpose :

Project/Program : Date :

Location:

Example Priorities

- 1) **Office Supplies:** Recycled paper, refillable pens.
- 2) **Consumables:** Biodegradable, non-toxic products.
- 3) **Electronics:** Highest energy-efficiency rating within budget.
- 4) **Furniture:** Locally made from sustainable wood (e.g., FSC certified) or second-hand.

1. Reduce & Reuse

SL#	Question	Yes	No	N.A.	Remarks
1.1	Do we need this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Can we solve the need without a new purchase? Can we repair an existing item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Local Sources

SL#	Question	Yes	No	N.A.	Remarks
2.1	Can we source it locally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Can its raw materials be collected from local sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- *Prioritise vendors from Khulna or nearby regions to reduce transport emissions and support the local economy.*

3. Source Material

SL#	Question	Yes	No	N.A.	Remarks
3.1	What is it made of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Is it durable and built to last?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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- Choose recycled materials over virgin materials (e.g., recycled paper)
- Choose natural, biodegradable materials over synthetic, toxic ones (e.g., natural cleaners)

4. Waste Reduction

SL#	Question	Yes	No	N.A.	Remarks
4.1	How is it packaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Can we buy it with minimal or no packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Can the vendor take back the packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Ethical Standard

SL#	Question	Yes	No	N.A.	Remarks
5.1	Was Child Labour involved with making it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Does the vendor have a good reputation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Do they treat their workers fairly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Prioritise fair trade where applicable and possible.

Chair of the Purchase Committee

Finance & Admin Cell

Name: _____

Position: _____

Date: ____/____/____

Name: _____

Position: _____

Date: ____/____/____

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Coastal Livelihood and Environmental Action Network

Green Audit Report

Reporting Period: ___/___/___ to ___/___/___

Submission Date: ___/___/___

Prepared by: The Environment Committee

Reviewed by: The Senior Management Team

Introduction

This Annual Green Audit Report evaluates the performance of our organisation against the objectives and commitments outlined in our Environment Policy. It serves as a transparent record of our achievements, a candid reflection on our challenges, and a roadmap for strengthening our commitment to environmental stewardship. This audit is a tool for learning and continuous improvement, not for blame.

Executive Summary

Overall Assessment

(A brief, one-sentence summary of the year's performance: e.g., "CLEAN made excellent progress in waste reduction and paperless practices, but faces ongoing challenges in energy conservation)

Key Achievement

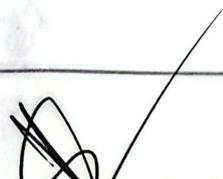
(List 3-4 major successes in bullet points: e.g., successfully implemented office-wide composting, reducing landfill waste by an estimated 20%; all five major workshops in this were 'Green Events', eliminating single-use plastics and prioritising local food; reduced paper purchases by 30% compared to the previous year.)

Key Challenges

(List 3-4 main difficulties in bullet points: e.g., Inconsistent staff adherence to the 'switch-off' culture for lights and computers after office hours; difficulty in finding reliable local vendors for certified sustainable or recycled products within budget; air travel was required for two unplanned, critical trips, impacting our transport carbon footprint.)

Top Priorities in the Future

((List the three most important actions for the upcoming year: e.g, conduct a dedicated staff training on energy conservation practices; develop a preferred list of local, sustainable vendors; explore funding for a small-scale solar power installation for the office)


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Detailed Green Audit Findings

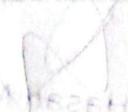
Compliance Rating:

Check Box	Score	Appreciation	Recommendations
<input type="checkbox"/>	85-100	Exemplary	The policy is not only implemented, but also takes additional positive initiatives. Systematically document best practices and lessons learned for external sharing.
<input type="checkbox"/>	65-84	Proficient	The policy is fully implemented and consistently followed. Organise an orientation for staff members to understand the additional actions that can be taken.
<input type="checkbox"/>	40-64	Developing	The policy is primarily implemented, with only minor inconsistencies. Identify the areas with lower scores and provide technical support to address these areas of concern.
<input type="checkbox"/>	0 - 39	Needs Urgent Attention	The policy implementation is partial or inconsistent.. The SMT must immediately meet with staff members to understand the reasons for the low score.

A) Performance against the Policy

Policy Principles	KPI	Data/Results of the Last Year	Data/Result of this Year	Analysis & Observations	Compliance Rating
Waste Reduction	Single-use Plastics				
	Composting				
	E-Waste Disposal				
Energy Transition	Electricity Use (kWh)				
	Fossil Gas Use				
	Petroleum Use				
	'Switch Off' Culture				
	Air Conditioning				
	Solar Power Use				
Water Stewardship	Water Conservation				
	Rainwater Harvest				
Sustainable Procurement	Sustainable Cleaning				
	Local Sourcing				
	Ethical Sourcing				


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Policy Principles	KPI	Data/Results of the Last Year	Data/Result of this Year	Analysis & Observations	Compliance Rating
Transport	Low-carbon Travel				
	Virtual Meetings				
Food & Paper	Plant-rich Meals				
	Paper Consumption				

B) Financial Analysis

Total Program Budget of this year: **BDT XXX.XX**

SL #	Emitting Components	Total Expense (BDT)	Expense Ratio (Per BDT 1.000)
1.	1.1 Waste Generation (kilograms)		
	1.2 Waste Recycle (kilograms)		
2.	2.1 Utilities (Electricity, Gas & Petroleum)		
	2.2 Renewables (Rooftop Solar)		
3.	3.1 Paper (Computer Print & Others)		
	3.2 Recycled Paper (Computer Print & Others)		
4.	4.1 Transport (Private: Car & Microbus)		
	4.2 Transport (Public: Bus, Train & Bicycle)		
5.	5.1 Number of In-Person Meetings		
	5.1 Expenditure on In-Person Meetings		
	5.2 Number of Virtual Meetings		
	5.3 Cost of the Meetings if they were in-person		

C) Capacity & Culture Assessment

Initiatives	Actions	Achievements	Recommendations
Internal Capacity Building	Environment Committee Meeting		
	Staff Orientation		
	Green Talks		
	Annual Training		
Staff Feedback & Suggestions	Informal Suggestions		
	AOB Opinions		
Overall Environmental Culture			

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D) Recommendations

Policy Principles	Recommendations	Responsible Team/Person	Timeline (Quarter)	Resources Needed
Strengthen Waste Management				
Energy Conservation Culture				
Sustainable Procurement				
Water Stewardship				
Sustainable Procurement				
Greening Transport				
Food & Paper Management				

Chair of the Environment Committee

Operations Coordinator

 Name: _____
 Position: _____
 Date: ____/____/____

 Name: _____
 Position: _____
 Date: ____/____/____


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 Chairperson
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Coastal Livelihood and Environmental Action Network

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