

Policy - Sustainability at the office

Introduction

Profundo is an independent not-for-profit company with a clear mission. With profound and fact-based research and advice, we aim to make a practical contribution to a sustainable world and social justice. Profundo's practical contribution mainly occurs through our core activities: the research and advice services we offer. The intended impact of our core activities is fully aligned with this mission.

In addition to this, it makes sense that we have an *internal* sustainability policy for Profundo too. This means that we look at what we buy, how we use energy, how we travel, what we consume as a company, and it also means that Profundo expects its employees to behave in a sustainable manner and refrain from discrimination.

Chapter 1 Sustainability subjects

There are seven subjects to focus on regarding sustainability in the office and how we work. These subjects are:

- Equipment
- Building
- Transport
- Behaviour
- Consumption
- Discrimination and opportunities
- Other

1.1 Equipment

In regular offices like ours the number of energy-using equipment is limited to lighting equipment, computers and related electronics, kitchen equipment and the central heating. There still is a lot to gain when we use the most energy saving equipment and if we use all this equipment in a sustainable way.

Regarding the equipment we use at Profundo, we look at the environmental and social impact, by procuring products that are certified according to sustainability certifications. For some equipment, for example laptops, we have not yet identified a certification standard that meets our sustainability criteria.

When we buy new equipment, we only buy things that have at least an energy efficiency A++ label, and preferably even A+++. When a new class is added to the energy efficiency classification, we intend to buy equipment from the two highest classes.

1.1.1 Lighting

We will invest in an energy saving lighting system if we stay in an office for several years.

Our golden rule for using lighting equipment is: switch off the lights if feasible, as switching off the lights and switching them on again does not cost extra energy, but leaving lights on does.

When natural daylight gives sufficient lighting, it is preferred over artificial lighting.

1.1.2 Computers

There is no energy efficiency label for computers. However, it is a fact that laptops are better than desktops, both regarding the use of energy as well as regarding the amount of raw materials that are needed to build a computer.

Laptops require way less raw materials and they use way less energy than desktop computers.

All the new computers we buy are laptops. We also try to upgrade a computer when it becomes slow, before we buy a new one.

Making computers use as little energy as possible depends heavily on the users. Therefore, we encourage employees to:

- switch off the computer completely when it is not used;
- switch off WIFI and Bluetooth when it is not used; and
- let the computer hibernate and switch off the screen during lunchbreak.

Old computers will be sent to an organisation that will refurbish them or take them apart to recycle. Preference is given to organisations that donate the revenues to charity.

1.1.3 Furniture

At Profundo we use regular desks and sitting/standing desks, office chairs, sitting balls, a lunch table, a meeting table, regular chairs, and some closets.

When we buy these, first we check out what we can get second hand. Furniture that is left over is either lent to staff or will be sold as second-hand equipment.

1.2 Building

1.2.1 Heating

Profundo uses as little energy as possible. In office-buildings it is not always possible to have much influence on the heating as this may be centrally organized. Then we try to arrange that the central heating is switched off in the weekend and as long as possible in the night.

When possible, we put foil behind the radiators.

1.2.2 Working space

We want to work in a good working space, where it is pleasant to work. This is why we have decorated our office with plants and posters. We have put up a darts board and have a football table, games and a couch for entertainment and relaxation during work breaks.

1.2.3 Landlord's responsibility

We call on the landlord of the office-building to meet the regulations on the list of recognized measures which is legally binding. Such measures are, for example, preventing unnecessary lighting and heating outside office hours.

1.3 Transport

The Profundo policy on travel reimbursement makes a difference between traveling by car or by public transport and bicycle. We stimulate people to use transport which has the least impact on the environment. This has for example led to a policy in which the maximum reimbursement for commuting by train is higher than the maximum reimbursement for commuting by car. We have a limited number of parking spaces for guests and for occasional usage by employees. Commuting by bicycle is remunerated.

Regarding travel abroad in Europe for conferences, meetings and field research it is obliged to travel by train or bus when the distance is under 750km. For example: traveling to Brussels, London, Berlin and closer destinations must be done by train or bus. Exceptional circumstances that make travelling by train or bus highly problematic, should be discussed with the director.

Travelling abroad for meetings is discouraged by Profundo. Although personal meetings can be very valuable, Profundo limits the number of meetings abroad. Conference calls save the climate, time and money.

When an employee does travel by airplane, we buy green seats to compensate for CO₂ emissions. This means that we pay extra, and that money will be used for planting trees or other CO₂ compensation projects. This is better than doing nothing, but we keep in mind that not flying is the best option. Instead of green seats, we may compensate CO₂ emissions by donating to a project for sustainable energy.

1.4 Behaviour

Profundo expects employees to behave sustainably. Employees are expected to save energy, limit and separate waste and order packages in a prudent way.

1.4.1 Saving energy

Saving energy can be done in various ways. We expect employees to:

- switch off all electric devices at the end of the working day. All desks have their own plug extension block to facilitate this;
- switch off light when leaving the office;
- turn off the heating when going home (unless this is centrally regulated);
- let the computer hibernate during lunch break; switch off the screen;
- switch the computer completely off when it is not used; and
- switch off WIFI and Bluetooth when these are not used.

1.4.2 Waste management

At Profundo we try to minimize our waste production. There are different bins as we try to separate the garbage as much as possible. This means that:

- paper is collected separately;
- plastic is collected separately, if it is also processed separately;
- glass is collected separately; and
- toner cartridges are sent to Stichting Aap.

Milk cartons and other packaging should be made small before throwing it in the bin.

1.4.3 Ordering packages

When ordering packages, the impact it has on the environment should be considered. It is better to order more goods from the same company at once, if this is possible, then to let packages arrive separately. If information is available on the packaging material (mass, size, material) used by the supplier and/or delivery company, this will be considered in procurement process.

1.5 Consumption

For procuring food products, the *Keurmerkenwijzer* of Milieucentraal is used for selecting sustainable products. For procuring other products, Profundo makes case-by-case decisions based on the sustainability expertise of staff.

Batteries are rechargeable. We only use FSC paper. We have a printer which can print double-sided. There is a pile of recycle-paper next to the printer. Printing in colour is only allowed if black-and-white printing makes the document unreadable. Exceptions are allowed for marketing material.

1.6 Discrimination and opportunities

Profundo does not tolerate discrimination. No one is denied their rights because of factors such as race, colour, sex, language, religion, political or other opinion, national or social origin, property or birth. This zero-tolerance for discrimination principle translates in the following policy principles:

- Profundo is an internationally oriented organisation with staff from different nationalities. We deliberately hire staff from different continents;
- Profundo cooperates with the municipality of Amsterdam to help refugees integrate in Dutch society. Profundo tries to give them a stable and safe place to work, build a network and learn (more) Dutch;
- Profundo promotes gender equality. The current staff normally consists of equal percentages of women and men. This applies to the coordinating staff too;
- Profundo aims to create a working environment which meets high standards in terms of Occupational Safety and Health (OSH) for all employees. Our OSH Policy therefore conforms with "Convention 155 concerning Occupational Safety and Health and the Working Environment" of the International Labour Organisation (ILO) as well as with all legal OSH requirements in the Netherlands. Furthermore, we aim to base our policy interventions on the most recent scientific insights about promoting health and safety at the workplace;
- But Profundo aims to go beyond regulations and scientific insights. The aim is to ensure a working environment in which stress-related and physical problems are avoided, which is stimulating and pleasant, and in which we treat one another with respect. The OSH policy of Profundo goes into detail on this issue.

1.7 Other

In addition to the six main sustainability subjects, there are two other issues regarding the sustainability of Profundo:

- The pension insurer is selected by means of a responsible investment analysis
- Profundo maintains a Code of Conduct for employees. This Code of Conduct concerns anti-corruption, anti-bribery and integrity. The Code of Conduct will be published on the Profundo website