



ENVIRONMENTAL POLICY

Approved by: The board of Afrikagrupperna

Adoption date: October 2024

Responsible: Management Group

Scope, responsibilities and follow up

The aim of this environmental policy is to guide Afrikagrupperna in its internal environmental work to reduce the negative impact of the organisation's own operations on people and the environment. By reducing the use of resources, not only the burden on the environment is minimized, it also enables a fair distribution of resources. Lowering the footprint of the ones living in abundance is necessary to make space for those who need access to more resources.

The policy applies to staff, members of the board, and other representatives of the organization.

The policy is to be seen as Afrikagrupperna's ambition related to the organisation's environmental impact. However, consideration should always be taken to the reality in the relevant context. The preconditions and options available are very different in the different countries where Afrikagrupperna operates – not least in South Africa and in Sweden where our two offices are to be found. The implementation should be as close to the policy as possible with adjustment to the relevant context and to what is feasibly possible.

It is everyone's responsibility to comply with the environmental policy. If there is a need to deviate from the policy, it must be approved by the management group. Besides that, all deviations are documented and shared with the board.

An induction to the environmental policy is always included in the introduction of new employees and trainees. The policy also shared with new board members and relevant parts are communicated to invited visitors as well as consultants and lecturers when these are financed by Afrikagrupperna.

Collaborations

Afrikagrupperna do not cooperate with companies engaged in activities with a significant negative impact on people and the environment. Instead, collaborative actors are chosen carefully based on them taking an active social and environmental responsibility. The policy should also, as far as possible, be applied in collaborations with other organisations. Afrikagrupperna is then informing the collaborative actors about relevant parts in the environmental policy.

In our long-term collaboration with and membership in Solidaritetshuset, Afrikagrupperna actively work to ensure that the association acts equally good from an environmental point of view when purchasing goods and services (for example electricity, consumables, waste and recycling).

Principles

A life cycle perspective based on ecological footprints is the starting point of all the internal environmental work. This applies to both purchases, consumption and waste.

The waste management hierarchy can be indicative in terms of the order of preference for avoiding creation of waste as well as for managing and disposing of waste. The first step established in the hierarchy is to refrain from consuming, alternatively repair what is broken. The second option would be to choose second hand or upcycled products and the third to purchase newly produced items that are produced with the environment in consideration and under fair conditions. To avoid the creation of waste, the first-hand option is to find ways of reusing the item and the second is to recycle it. If neither re-use or recycling is possible recovery and finally disposal are the last options.

When new products need to be purchased, environmental and social considerations trump the price, within reasonable limits. Environmentally and fair-labelled products should always be considered. Consideration should also be given to chemicals that can harm human health or the environment.

Some areas that require particular consideration are listed below. The areas included are: office premises and energy use; electronical devices; digital services; consumables; transportation of goods; accommodation, meetings and conferences; food; travels; capital management and finally climate compensation. A practical guide that can be used as a checklist regarding consumption, purchase and waste for the particular type of products and services is attached to this policy. See *“Checklist for implementing the Environmental Policy”*.

Office premises and energy use

Afrikagrupperna is taking measures to minimize its indirect energy footprint both in relation to products and services that are used and the direct usage of energy at the offices. The

electricity at Afrikagrupperna's offices come from renewable energy sources and where possible, the electricity contract is also environmentally certified. Staff take measures to not waste energy. Office space is not exceeding the actual need and is therefore reviewed regularly. When office furniture and other interior need to be purchased second hand options are chosen.

Electronical devices

The production of electronical devices is highly dependent on mineral components that have a huge environmental impact and negative effect on surrounded communities. Likewise, the disposition of electronical waste, so called e-waste, is a growing waste stream creating environmental disasters and health problems where dumped. Afrikagrupperna is therefore mindful with the use of electronical hardware. Measures for increasing the devices lifespan are taken to avoid new consumption as well as waste generation.

Ideally Afrikagrupperna should use refurbished laptops and other electronic devices. However, with a relatively small work force and number of laptops and with a limited capacity to maintain and handle a refurbing agreement with additional inhouse checkups for minor problems, buying newly produced laptops is still the better option for Afrikagrupperna. These have a longer lifespan than refurbished ones.

For laptops malfunctioning, repairing them - without having an agreement with a firm within refurbished IT - is seldom worth it. However, Afrikagrupperna is making sure to use warranties and insurances when the damage is caused by an accident.

In order to avoid purchasing of mobile phones, Afrikagrupperna encourages staff to use their private phones also for work which is compensated for. For staff in need of a work phone, Fairphone is promoted as an option.

Digital services

When digital services can save resources, these are preferred, e.g. by sending digital invoices. Consideration is however given to that digital equipment, digital services and digital storage also requires resources and are not necessarily always a better option. When purchasing new digital services, eco-labelled services or companies that use eco-labelled data centres should be considered. To minimize the energy used by data centres, staff are encouraged to do digital cleaning regularly.

Consumables

All consumables such as office supplies, hygienic and cleaning products as well as profile products and flowers are purchased with consideration to the environment. Eco-labelled, organic products are chosen.

Transportation of goods

Afrikagrupperna is minimizing the climate and environmental impact of transportation by choosing options for transporting equipment that are generating less emissions and that are taking consideration to other environmental aspects. Thus, courier companies with an environmental certification are preferred and for shorter distances bicycle transportation is chosen.

Accommodation, meetings and conferences

Overnight stays, conferences or other activities are planned with consideration to the environment. Priority is therefore given to eco-labelled conference facilities and accommodation, or if not available, accommodation with a pronounced environmental profile. Where applicable, consideration is given to opportunities to get to the site with public transport with a low environmental impact.

Food

Food has a significant impact on the environment regarding greenhouse gas emissions, land use and biodiversity as well as use of fresh water, chemicals and antibiotics. The requirement of resources increases for each trophic level of the food chain. When Afrikagrupperna pay for food both at internal and external events the food served is therefore vegetarian and organic. Food waste is minimized and when events and meetings are organised at places where tap water is safe to drink, bottled water or other cold drinks replacing water are not served.

Travels

Afrikagrupperna always consider environmental awareness when travelling or considering travelling. When possible, digital options for conferences and meetings are chosen over physical to avoid unnecessary emissions from travel.

When physical meetings are necessary, rail-bound means of transport are chosen. If there are no such alternatives for the whole or part of the journey, other public means of transport are booked such as bus or boat. Air travel is avoided and only considered when other safe options are not available. Environmental perspectives are an acceptable reason for an increased cost.

Within Sweden all trips are done by public transport. Outside of Sweden, flights can be used when the total travel time for a single journey with train or bus exceeds approximately ten hours. For journeys that include an overnight stay, flights can be booked if the total travel time with other means of transportation exceeds approximately 20 hours. However longer travel time to avoid flights are encouraged when it is possible. In these cases, train time during working hours should be used as working time.

Overseas travels are carefully planned to cover several purposes to avoid multiple trips to the same destination.

Exceptions can be made due to security reasons. All air travel is, however, seen as exception/deviation from the policy.

For other perspectives on travels, including the use of the car in the South Africa office, see Afrikagrupperna's Travel Guideline.

Capital management

Environmental and social sustainability are central to Afrikagrupperna's capital management. Investments with negative impact on people and the environment are not being justified even if they are economically profitable. Afrikagrupperna choose banks and capital services that are taking consideration to sustainability.

For more information and other ethical aspects, such as investments in companies with connection to Western Sahara, see Afrikagrupperna's Policy on Capital Investments and Liquidity.

Climate compensation

Climate compensation is a false climate solution that reinforces colonial patterns since it is not addressing the root causes of the problem. Afrikagrupperna therefore minimizes its own climate and environmental footprint through the measures listed in the Environmental Policy and the attached Checklist instead of justifying climate emissions by "compensating" for them.

This policy refers to the:

- Environmental Action Plan
- Travel Guideline
- Policy on Purchase and procurements
- Policy on Capital Investments and Liquidity
- Checklist for implementing the Environmental Policy

CHECKLIST FOR IMPLEMENTING THE ENVIRONMENTAL POLICY

This is a living document connected to Afrikagruppernas Environmental Policy. It is meant to facilitate the implementation of the policy and can be used as a checklist regarding consumption, purchase and waste of categories of products and services identified in the Environmental Policy. Additionally, relevant aspects for social consideration are added to the checklist. The checklist can also be used for sharing recommendations on specific brands, companies etc. that are in line with policy.

OFFICE PREMISES AND ENERGY USE (OP&EU)

- Make sure that the office space is not exceeding the actual need.
- Look for second hand options when office furniture and other interior need to be purchased.
- When second hand option is not a possibility, look for items being certified, e.g. GOTS for textiles, Svanen for furniture etc. If not applicable, ask for options that are produced with consideration for the environment.
- Make sure that the electricity at Afrikagruppernas offices come from renewable energy sources and where applicable, that the electricity contract in addition is environmentally certified by Bra Miljöval or equivalent certification.
- Make sure to turn off eventual heating or air conditioning when having windows open.
- Turn off lights, computers, screens and other electronics when not in use.

RECOMMENDATIONS RELATED TO (OP&EU) IN SOUTH AFRICA

Second hand office furniture: Has Been? www.hasbeens.co.za

RECOMMENDATIONS RELATED TO (OP&EU) IN SWEDEN

Second hand office furniture: Rekomono, www.rekomo.se

Second hand office furniture: BBS Möbler, www.bbsmobler.se

Electricity contract: www.etcel.se/bli-foretagskund

ELECTRONICAL DEVICES

- Is it possible to repair or replace spare parts to a reasonable cost on the existing electronical device or in other way prolong the lifespan?

- If electronically products or spare parts need to be wasted, make sure to recycle them in a proper way.
 - Look for repairing centres or companies selling refurbished electronics that can make use of old components. Even electrical devices that have been put into recycling bins can end up in e-waste dumps.
- If new electronics need to be purchased look for refurbished alternatives. Professional companies specialised on refurbished electronics exist both in South Africa and Sweden. Use searching words such as “refurbished IT” or “rekonditionerad IT”.
- If refurbished is not an option, look for devices with the possibility to change spare parts and add memory as well as products made from recycled material and with consideration to the environment. Eco-labels to request: TCO Certified, Svanen, Blue Angel.

RECOMMENDATIONS RELATED TO ELECTRICAL DEVICES IN SOUTH AFRICA

General IT: QStore, www.qstore.co.za

RECOMMENDEDATIONS RELATED TO ELECTRICAL DEVICES IN SWEDEN

Laptops as well as recycling of electronics: Inrego, www.inrego.se

Computer accessories (webcams, headphones etc.): ReFurbered, www.refurbered.se

Printers: DIACOPY, www.diacopy.se

Fairphone: www.fairphone.com and www.etcmobil.se/fairphone-en-klimatsmart-mobil/

DIGITAL SERVICES

- Consider if digital options are available and if the option is better through a lifecycle perspective.
- When purchasing new digital services, look for eco-labelled services alternatively companies that use eco-labelled data centres.
 - Environmental labels to request when purchasing internet providers, phone contracts etc.: Bra Miljöval and Blue Angel.
- To minimize the energy used by data centres, do digital cleaning regularly.
- Invite to an annual digital cleaning day and encourage all staff to participate.

RECOMMENDECTIONS RELATED TO DIGITAL SERVICES IN SOUTH AFRICA

RECOMMENDECTIONS RELATED TO DIGITAL SERVICES IN SWEDEN

Mobile subscriptions: Meanig of Bra Miljöval,
www.bramiljoval.se/omraden/mobilabonnemang

CONSUMABLES

- For office supplies, hygienic and cleaning products look for the environmental labels such as Bra Miljöval, Svanen, EU Eco-label, Blue Angel, Eco-cosmetics, COSMOS organic.
- Order certified profile products. For cotton products, make sure they are both certified with GOTS and Fairtrade.

RECOMMENDECTIONS RELATED TO CONSUMABLES IN SOUTH AFRICA

RECOMMENDECTIONS RELATED TO CONSUMABLES IN SWEDEN

TRANSPORTATION OF GOODS

- Look for courier companies with an environmental certification and with bicycle transportation for shorter distances. In Sweden there are several options certified by Bra Miljöval.
- If there is no certified company, look for one with an environmental policy or in other ways stated active environmental work.
- If you don't find any company that is taking environmental consideration, make sure that the currier transport is not using flight transportation for shorter distances.

RECOMMENDATIONS RELATED TO TRANSPORTATIONS OF GOODS IN SOUTH AFRICA

RECOMMENDECTIONS RELATED TO TRANSPORTATION OF GOODS IN SWEDEN

Currier: Miljöbud, www.miljobud.se

ACCOMMODATION, MEETINGS AND CONFERENCES (AMC)

For overnight stays, conferences or other activities, look eco-labelled conference facilities and accommodation. Environmental labels to request: Green Key (international), Svanen (Nordic) and ISO 14001 (international).

- If there is no eco-labelled accommodation look for facilities and accommodation with a pronounced environmental profile are selected.
- Give consideration is given to opportunities to get to the site with public transport with a low environmental impact.
- Look for facilities with collective agreements.
 - Ask for Schyssta Villkor (Sweden), Fair Trade Tourism (South Africa) and ISO 45001 (international).

RECOMMENDATIONS RELATED TO AMC IN SOUTH AFRICA

RECOMMENDATIONS RELATED TO AMC IN SWEDEN

FOOD

If you are arranging an external or internal event where food and drinks will be served or ordering or consuming food stuff for/at one of the offices:

- Make sure the food is vegetarian
- Make sure bottled water or other drinks are not served (unless tap water is not safe to drink)
- Choose organically produced food
 - Look for third part organic labels (not the brands own label).
 - Within EU the EU label is the minimum requirement for products to be able to use the word “organic”. That is however the minimum standard and other organic labels, e.g. KRAV, take higher consideration to the environment, health, animal welfare and to social conditions.
 - South Africa does not have an official inspection and certification programme for organic food products and other industries using organic agricultural practices. Certification is driven by international standards and accreditation systems.
 - Look for catering firms that are certified or specialised in food that is organically produced.
 - Organic fruit baskets are available both in South Africa and in Sweden.
- Don't forget to also look for fair trade labels when buying products produced in the global south, e.g. Fairtrade, Fair for Life, WFTO product label.
- Make sure to not waste food by not making more than being consumed. This also includes coffee that is consumed on daily basis and that has a huge environmental impact.

RECOMMENDATIONS RELATED TO FOOD IN SOUTH AFRICA

RECOMMENDATIONS RELATED TO FOOD IN SWEDEN

Fruit etc: Årstiderna, www.arstiderna.com

Catering: Seymus vegetariska (certified with KRAV) www.seymus.se

Catering: Organico, www.instagram.com/organico_sthlm

TRAVELS

- Look into the possibility to participate digitally, to avoid travel.

- When you need to book a trip, look for rail-bound means of transport.
 - In Sweden: When several options are available select the one that is eco-labelled with Bra Miljöval.
- When overseas travels are necessary, plan the trip carefully to cover several purposes and thus avoid multiple trips to the same destination.
- Choose the flight option with the fewest stopovers.
- Choose companies that have collective agreement.

RECOMMENDEDATIONS RELATED TO TRAVELS IN SOUTH AFRICA

RECOMMENDEDATIONS RELATED TO TRAVELS IN SWEDEN

CAPITAL MANAGEMENT

- Look if there are social banks based on principles of ecological economics that can provide the required service. If social banks are not an alternative, look for banks and capital services that are taking consideration to sustainability.
 - Fair Finance Guide can be used as advisory tool both in Sweden and South Africa.
- Make sure to not invest in fossil fuels, mines, nuclear power, uranium, tobacco, pornography, military materiel, military services, weapons or in companies with activities in occupied Western Sahara.

RECOMMENDEDATIONS RELATED TO CAPITAL MANAGEMENT IN SOUTH AFRICA

RECOMMENDEDATIONS RELATED TO CAPITAL MANAGEMENT IN SWEDEN

WASTE

- Make sure that the following materials are being recycled at Afrikagruppernas' offices as well as in connection to activities arranged by the organisation:
 - Cardboard and paper packages
 - Paper
 - Plastic
 - Food waste (even mandatory for all offices in Sweden since January 2023)
 - Metal
 - Batteries
 - Chemicals
 - Electronics
 - Glass

- Lamps
- In case the landlord doesn't provide recycling, request recycling options and look into the possibility of taking own measures to be able to provide recycling options.

CLIMATE COMPENSATION

- Make sure to minimize the emissions.
- Do not support companies dealing with carbon credits or services for compensating emissions.
- Be aware of "net" zero emissions.