



The Pierre Elliott Trudeau Foundation SUSTAINABLE DEVELOPMENT POLICY

A. PREAMBLE

Adopting a *Sustainable Development Policy* allows the Pierre Elliott Trudeau Foundation to clearly proclaim its interest in sustainable development issues and state its related objectives. The policy takes into account both the Foundation's situation, as a charitable organization with limited resources, and the balance among its four key themes.

For such a policy to succeed, sustainable development, environmental protection and ecological footprint concerns and responsibilities must be fully integrated into the staff's tasks and functions. Beyond the activities that take place at the Foundation headquarters, we also hope to engage the members of the Trudeau community in environmental protection and sustainable development initiatives.

As this policy relies on the cooperation of the Foundation's employees, members and suppliers, as well as the Trudeau community, it specifically sets out the commitment – and participation – requested of everyone in the implementation of this initiative.

B. DEFINITIONS

5R-E: Inspired by the principle of waste management that advocates the following approaches: rethink consumption, reduce consumption, reuse products, recycle and reclaim waste (e.g., composting), and finally, eliminate.

Sustainable development: The principle the Foundation's policy considers social equity to be a goal, economic development to be a means and environmental protection to be a condition.

Eco-efficiency: The concept of eco-efficiency was put forward by the World Business Council for Sustainable Development at the Earth Summit in 1992. Eco-efficient management consists of reducing resource consumption and toxic emissions, increasing recycling, and improving the quality of goods and services to reflect human needs.

C. OBJECTIVES

By adopting a sustainable development policy, the Foundation is pursuing the goal of instituting healthy environmental practices within the organization.

The Foundation wishes to:

- Promote employee implementation of practices that foster sustainable development
- Recommend preventive and corrective actions to reduce the environmental footprint of our activities
- Gradually integrate sustainable development objectives in our purchases and through our suppliers
- Use a series of indicators to determine the environmental impact of our activities
- Support the employees’ “eco-efficient” activities and behaviours
- Inform the Trudeau community of the sustainable development management approach we have adopted and engage the members in its application

D. DEVELOPMENT AND IMPLEMENTATION OF THE POLICY

The policy is being developed and implemented by the employees, with management support. This document provides an initial draft that can be expanded upon by the employees, with the approval of management.

The Foundation plans to introduce a series of initiatives in different areas to foster good environment practices in the management of materials and events, focusing on the 5R-E principles in this order: rethink, reduce, reuse, recycle, reclaim and eliminate.

Efforts will focus on the following areas:

- a. Stationery and print matter
- b. Office supplies
- c. Dishes and utensils
- d. Computer equipment and other electronics
- e. Suppliers
- f. Service providers
- g. Reclaimable waste
- h. Transportation

a. Paper and print matter

Actions

- Encourage double-sided printing.
- Reuse paper, and trade paper to be reused between departments to avoid errors (e.g., lists).
- Buy recycled paper whenever possible, keeping financial constraints in mind. The choice can also be based on internal or external use.
- Offer the Foundation’s publications in PDF format on the website and reduce the number of print copies to the minimum.
- Use logos indicating the environmental certification of the paper type on print communications tools, when appropriate.

Implementation

- Place reminders near the photocopier to remind people to print double-sided and limit paper consumption.
- Purchase paper containing recycled materials.
- Use email for documents that do not require paper copies.
- Update paper consumption reduction goals regularly.

b. Office supplies

Actions

- In most cases, office supplies can be reused, especially name tags, note clips, paper clips, pocket folders, vertical files and file folders.

Implementation

- Make the storage area for reusable items more readily accessible than the new materials storage area.

c. Dishes and utensils

Actions

- Encourage employees to use reusable cups and utensils.
- Use the dishes and utensils from the staff kitchen for internal Foundation events.
- Replace individual spring water bottles by a spring water dispenser.
- Offer water pitchers at meetings.
- Use washable napkins and dish cloths.

Implementation

- Evaluate the possibility of buying disposable dishes made of plant starch rather than plastic, when appropriate.

d. Computer equipment and other electronics

Actions

- The waste with the most negative impact on the environment is toxic and hazardous waste. To avoid air, water and soil contamination and health damage, strict handling, disposal and eliminating measures must be taken for these types of waste.
- Disused computer equipment should be given to organizations that can reuse it.
- These materials should also be disposed of in the safest manner when they become obsolete, to avoid adding toxic waste to the landfills.

Implementation

- Recycle potentially dangerous materials whenever possible (e.g., photocopy and printer cartridges).
- Safely dispose of batteries (for remotes, cell phones, etc.).
- Transfer old or disused computer equipment and electronics to specialized organizations.

e. Suppliers

Actions

- The Foundation deals with many different suppliers. To make our activities and events as “eco-responsible” as possible, it would be a good idea to explore the possibility of establishing the need for products before purchase.
- It would also be appropriate to favour fair trade, ecological and environmentally sound products:
 - Fair-trade products (coffee, tea, herbal tea, hot chocolate, sugar)
 - Environmentally friendly cleaning products

Implementation

- Develop a responsible purchasing policy.
- Buy from specialized organizations that offer organic and fair-trade products.
- Order from companies that specialize in environmentally friendly products.
- Research best practices for holding “green” events.

f. Service providers

Actions

- With regard to service providers, especially caterers, it would be a good idea to evaluate the possibility of doing business primarily with those that:
 - Compost kitchen waste (some groups offer this service at no additional cost)
 - Use local products whenever possible, to support local producers and reduce the negative impact of transportation, and use organic products (keeping in mind cost constraints for the Foundation and our members)
- Whenever possible, do business with social economy businesses or businesses that demonstrate their responsibility toward society (the Foundation already has several socially committed suppliers).

Implementation

- Develop a “supplier selection charter” that sets out sustainable development criteria.

g. Reclaimable waste

Actions

- Dispose of recyclable materials effectively.

Implementation

- Explore the possibility of composting organic waste (the borough’s éco-quartier centre may be able to offer advice and supplies).

h. Transportation

Since nearly half of the green house gases (GHGs) in the urban region are generated by different types of transportation, important choices are in order.

1. To the workplace

Actions

1.1 Active transportation:

- Some employees are already using environmentally friendly methods of transportation to get to the Foundation building, either walking or cycling.
- The Foundation has asked for a bicycle rack to be installed on the grounds and the building owner has agreed.

1.2 Public transit:

- Most of the Foundation’s employees use public transit to get to work. The Foundation provides monthly transit passes for employees who want them.

Implementation

- Continue to encourage the use of monthly transit passes, especially at the end of the fiscal year.
- Negotiate an agreement with the building owner for access to changing rooms and showers, to encourage active transportation.

2. Outside the workplace

Foundation personnel frequently travel for Foundation activities, and all these trips have an impact on the environment and especially on the generation of GHGs.

The Foundation has decided to reduce travel and use conference calls whenever possible. When travel is necessary, the means of travel selected should be the most efficient on every front.

Recipients of Foundation awards may choose to compensate for the carbon emissions produced on their travels, but they may not use their travel allowance to do so.

Implementation

- The Foundation’s many activities result in many journeys for many people. To encourage the participants to use public transit, the Foundation systematically includes information about nearby bus routes and metro stations in the promotional documents for our various events.
- Raise awareness among Foundation members who participate in Foundation activities, to ensure events are as “carbon neutral” as possible.

E. IMPLEMENTATION OF THE POLICY

To implement this sustainable development policy, the Foundation could strike an internal committee that would seek advice from program recipients who work in the field of the environment.

The mandate of the internal committee could be to:

- Enforce the policy and encourage objectives
- Identify environmental management priorities
- Draw up an environmental report for the Foundation and evaluate it regularly
- Keep employees informed of the Foundation's progress on the environmental management front and announce interesting initiatives
- Make recommendations to management concerning the improvement and implementation of the policy

The committee would be made up of employees who are environmentally aware and who want to get actively involved.

F. COMMUNICATIONS

The following communications tools could be used:

- Workshops to present the framework and brainstorm with the employees (PowerPoint, brainstorming sessions)
- Reminder signs by the photocopier
- An e-newsletter on the progress of the policy, such as steps completed, data on materials recycled or saved, etc. (frequency: as needed)
- Reminder cards for daily eco-friendly actions

G. CREATION OF A SUSTAINABLE DEVELOPMENT STRATEGIC ANALYSIS COMMITTEE

This committee, made up of members of the Trudeau community who specialize or are interested in the environment, would stimulate and fuel the Foundation staff's environmental vision, raise awareness of feasible environmental protection steps the Foundation could take in its activities, and promote practices that foster tangible sustainable development. This consultation committee would support and advise the Foundation's internal committee.

H. EFFECTIVE DATE AND APPLICATION

This policy will come into effect upon approval by the Board of Directors. The Foundation president is responsible for the policy, and all Foundation employees are accountable for its application.

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