



# CARBON FOOTPRINT REDUCTION PLAN

## ANNEX 1: TEMATHIC CARDS





## GOOD OFFICE PRACTICES DID YOU KNOW?

- 96% of HFC, PFC and SF<sub>6</sub> gas emissions in 2012 corresponded to leaks in air conditioning systems, fire extinguishing, aerosols and thermal and electrical insulation processes.<sup>1</sup>
- Producing 1T of recycled paper saves 50% of CO<sub>2</sub> versus producing 1T of non-recycled paper (equivalent to a Madrid-São Paulo flight).<sup>2</sup>
- The body's adaptation to extremely hot weather conditions, along with the use of suitable clothing, makes a temperature of 26°C sufficient for feeling comfortable inside an office.

### RELATED MEASURES

- |           |   |
|-----------|---|
| <b>32</b> | Gradual replacement of air conditioning equipment based on HFC refrigerant gases with other less polluting ones.                |
| <b>33</b> | Redefine temperature standards in our facilities.   |
| <b>70</b> | Minimize ink and paper consumption of our printers by configuring them to print double-sided and in black and white by default. |
| <b>71</b> | Buy only 100% recycled paper.   |
| <b>73</b> | Print only when necessary.  |
| <b>79</b> | Systematize good practices and promote good environmental habits in the office.   |
| <b>89</b> | Reduce consumption of single-use plastic items at meetings and events.  |

### GOALS 2025

- By 2025, we will reduce 20% of fugitive emissions from our air conditioning equipment.
- Best practices systematized at headquarters and all missions.
- By 2025 we will have reduced paper consumption by 20%.



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## ENERGY CONSUMPTION DID YOU KNOW?

- A single degree difference in thermostats can increase energy consumption by 15% (heating) or 10% (air conditioning).
- The use of insulating materials and paints in buildings can reduce by 30-40% the energy consumption for air conditioning and by 25-35% the need for heating.<sup>3</sup>
- Between 2000 and 2022, the use of construction techniques adapted to local conditions has saved approximately 163,400 tCO<sub>2</sub> e in construction in various parts of Africa.<sup>4</sup>
- In Spain alone photovoltaic energy avoids the emission of 2.72 million tCO<sub>2</sub> e/year.<sup>5</sup>
- LED lighting saves 60-70% energy compared to conventional bulbs.<sup>6</sup>

### RELATED MEASURES

41	Promote responsible choices and behavior in all areas that require the use of energy.
48	Prioritize energy suppliers based on renewable sources.
49	Reduce the consumption of non-renewable energy sources as much as possible. In this regard, in 2024 we will deploy our first pilot project to quantify the energy needs of our missions and respond to them by installing solar energy generators.
50	Use solar energy for specific equipment (generators, pumps, etc.). To this end we plan to deploy during the coming months several solar water pump units in our mission in Lebanon.

### GOALS 2025

- We will reduce our energy consumption by at least 30%.
- At least 20% of the energy consumed at headquarters and missions is of renewable origin.
- We will install renewable energy sources in at least 4 bases each year.
- At least 2 bases per year will install passive insulation measures to improve energy efficiency.



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## TRANSPORTATION DID YOU KNOW?

- 1 day of teleworking can reduce GHG emissions from passenger transportation by 3-6%.<sup>7</sup>
- Driving 10 km/h slower saves up to 5 liters of fuel and reduces CO<sub>2</sub> emissions by 12.5% (or 12 kg) over 500 km.<sup>8</sup>
- The extra fuel consumption of vehicles due to air conditioning can reach 10% on the highway and 25% in the city. Less air conditioning means 15% less CO<sub>2</sub> per 100 km.<sup>7</sup>
- A train trip emits 70% less emissions than a flight.<sup>9</sup>
- Flying economy class emits 3 times less CO<sub>2</sub> than flying business class and 9 times less than flying first class.<sup>10</sup>

### RELATED MEASURES

11	Study the widespread implementation of a telework policy
12	Develop and promote car-sharing initiatives among ACH staff and among staff of other NGOs. In our mission in Lebanon, for example, we have identified in the first half of 2023 a potential cost reduction of up to 37%.
17	Disseminate and encourage eco-driving practices among our staff.

### GOALS 2025

- We will reduce business travel by 20%.
- We will reduce commuting emissions by 20%.
- We will reduce our fuel consumption by 25%.
- At least 20% of our missions will have implemented carsharing systems.





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## SUPPLY CHAIN DID YOU KNOW?

- Approximately 1M plastic bottles are sold worldwide every minute.<sup>11</sup>
- 26% of the plastic used worldwide is for food and product packaging: single-use plastics that are used by the consumer for only a few minutes.<sup>11</sup>
- According to UN data, by 2050 there will be more plastic than fish in the sea.<sup>12</sup>
- Only 9% of the world’s plastics are recycled.<sup>13</sup>
- Just by buying less packaging material and single-use plastics it would be possible to save 40 kg CO<sub>2</sub> /person/year.<sup>14</sup>
- 8 million tons of plastic are dumped into the ocean each year, which is equivalent to the contents of a garbage truck dumped into the ocean every minute.<sup>15</sup>

### RELATED MEASURES

<b>27</b>	Avoid using delivery trucks with less than 70% of their capacity utilization. Maximize utilization percentages and avoid empty runs, including this requirement in our contracts with suppliers.
<b>81</b>	Apply sustainability criteria in the selection of suppliers and establish sustainable procurement guidelines for field buyers.
<b>83</b>	Limit the extension of our supply chains as much as possible.
<b>87</b>	Reduce and optimize secondary and tertiary packaging of food and non-food items (NFI) by using the minimum possible packaging or those made from recycled/biodegradable materials, establishing these packaging requirements in tenders.

### GOALS 2025

- We will ensure the implementation of all the recommendations of our Sustainable Sourcing and Procurement Guidelines.



## DIGITAL TOOLS AND DIGITAL TRANSFORMATION

### DID YOU KNOW?

- The emissions corresponding to sending and receiving emails for only 1 hour worldwide are equivalent to the emissions from the consumption of 4,000 tons of oil.<sup>16</sup>
- In 2021 the digital sector already accounted for 3-4% of global GHG emissions.<sup>17</sup>
- Deleting 30 e-mails saves the same energy consumption as we would need to keep a light bulb on for 24 hours.<sup>18</sup>
- Sending files through links instead of emails with attachments minimizes the carbon footprint of our messages by 92%.

### RELATED MEASURES

	Promote sustainable attitudes in the digital environment among our teams:
52	<ul style="list-style-type: none"> <li>• Send an email only when necessary.</li> <li>• Prioritize file sharing through links and file sharing platforms rather than through emails with attachments.</li> <li>• Limit the number of recipients of our emails in order to rationalize the number of emails stored on the servers.</li> </ul>
53	Archive emails regularly (e.g., every 6 months) and clear the inbox to reduce the number of emails stored on servers.
55	<p>Unsubscribe from unnecessary newsletters.</p> <ul style="list-style-type: none"> <li>• There are automatic apps that help with this, such as <a href="#">Cleanfox</a>.</li> </ul>

### GOALS 2025

- We will reduce the amount of data stored online per user by 10%.
- We will extend the useful life of our IT equipment by 30%.



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