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## ICES ENVIRONMENTAL POLICY

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Aware of the impact that ICES Secretariat activities have on the environment and mindful of the importance of using scarce resources responsibly, this policy statement describes how the Secretariat strives continually to improve the ways it protects the environment and communicates this to ICES partners, suppliers, employees, and the public.

The ICES Secretariat is committed to a responsible use of resources and to avoiding unsustainable activities, and this policy forms an integral part of the ICES Secretariat *Strategic Plan (2010–2012)*. The Secretariat monitors and evaluates its activities with regard to reducing negative impacts on resources and the environment. Therefore, our employees continually maintain and further develop methods to minimize the use of resources.

### **Transportation**

ICES headquarters are located in central Copenhagen, near good public transport links. Staff and visitors are encouraged to travel by public transport, bicycle, or on foot. The Secretariat provides storage for bicycles and has parking outside the building restricted to three automobiles. More than 90% of staff use public transport for their daily commute, or bicycle to work. The Secretariat participates in the “We cycle to work” scheme.

Travelling to and from meetings is an unavoidable part of the Secretariat’s work, and ICES has instituted measures that help reduce the impact of such travel. Business travel costs are only refunded for the use of public transport, and where practicable, train travel is preferred over air transport. The Secretariat has invested in Web-conference facilities to allow Internet-hosted business meetings, thus reducing the volume of Secretariat travel.

### **Stationery and supplies**

ICES Secretariat encourages its staff to reduce their use of paper and printing. For in-house printing, the printers are closely monitored by the suppliers to ensure that they are operating efficiently, and most printers offer double-sided printing to reduce the amount of paper used.

All traditional ICES publications are now available in electronic format and can be downloaded through the ICES website. Of the publications that continue to be printed, the Secretariat closely monitors the number of copies that are distributed and the correctness of the recipient list to minimize waste.

### **Energy use**

The Secretariat uses office and IT equipment that offers the best energy efficiency, and staff is encouraged to switch off all non-critical office equipment when it is not in use. New electric and electronic equipment is purchased on the basis of its green-labelled energy-saving certification. The entire Secretariat building uses low-energy lighting and automatic timers that ensure lighting is only in use when needed.

The building is insulated, and double-glazed windows ensure that as little heat as possible is lost. The building is heated through a steam system provided by the local district heating network. All radiators have individual thermostatic regulation to ensure that the level of heating is optimized for each area in the building.

### **Recycling and waste management**

All paper, glass, metal, and printer supplies are collected separately and recycled, through either the supplier or the Danish recycling system.

### **Water**

Water consumption at the ICES Secretariat is generally very low, owing to the nature of the Secretariat's activities. However, ICES is committed to reducing its impact on water resources through low consumption, and therefore, the measurement of consumption and practical initiatives to reduce it are being explored.

### **Dealing with other like-minded companies**

The ICES Secretariat strives to work with like-minded suppliers, and therefore, where possible, deals with products and suppliers that are certified by a reputable environmental certification scheme.

### **Invested in by all employees and the wider organization**

All staff are encouraged to follow the principles outlined in this policy and continually review their activities to identify new ways in which the Secretariat can reduce its impact on our environment. This policy is included in the welcome pack for new employees and also published on the ICES website.

Copenhagen, 23 February 2010