



**YIAD**

**الوكالة اليمنية  
الدولية للتنمية**

**Yemen International  
Agency for Development**

# **GUIDE OF GOOD ENVIRONMENTAL PRACTICES**

## INTRODUCTION

The environmental management criteria of YIAD for the YIAD are reflected in this Guide of Good Environmental Practices.

YIAD pledge to promote a type of development respectful of the environment. Their actions should not adversely affect the environment. In addition to complying with current environmental legislation and ensuring that YIAD minimizes the environmental impacts of the activities carried out.

Good Environmental Practices are defined as those actions that seek to reduce the negative environmental impact caused by activities and processes through changes and improvements in the organization and development of actions. The usefulness of the Good Practices is well proven and lies in its low cost and simplicity of implementation, as well as the fast results obtained.

Therefore, this Guide of Good Environmental Practices is the agglutinative document that collects the institutional environmental management criteria of YIAD, as recommended by the tool of indicators of transparency and good governance. The implementation of Good Environmental Practices is assumed by YIAD and understood as a whole, committing itself to continuous improvement in its application. This Guide and its implementation are considered as a tool to improve the transparency, competitiveness and integral development of the beneficiaries of the activities.

This Guide has been developed in six lines of action, as follows:

1. Materials.
2. Energy.

3. Water.
4. Waste.
5. Transportation.
6. Communications.

Each line of action will be developed below in an independent chapter.

This guide is intended to provide all employees of **YIAD** with basic notions about the environmental management of the entity, establishing office practices that impact on a reduction of negative environmental impact caused by the activities of the same. Although this impact could be perceived as low or insignificant, measures can always be taken to minimize it.

## MATERIALS

The use of products is essential for the daily operation of an organization. YIAD is committed to the purchase, use, maintenance and recycling of material of lower environmental, social and health impact. In the first place, the identification of the materials that, directly or indirectly, are used in the office on a daily or frequent basis. These are the following:

1. Desktop: Paper, inks, and basic office supplies.
2. Furniture: Tables, chairs, shelves, cabinets, separating and decorative elements.
3. Electrical and electronic equipment: Desktop computers, laptops, telephones, printers, photocopiers, scanners, and faxes.
4. Cleaning products: Products to clean common areas, individual elements, kitchen, toilets, floors, and windows.
5. Air conditioning installations: HW (Hot Water), DHW (Domestic Hot Water), heating and air conditioning.
6. Medical equipment: First aid kit.
7. Food: Common products of daily consumption.

Considering the classification, below are established measures of good environmental practices to be applied:

1. Promotion of recycling and reuse practices, promoting a sustainable environmental management that entails the principle of the 3 “R”: Reduce, Reuse and Recycle.
2. Internal campaigns for awareness-raising among staff, raising awareness of the importance of responsible and sustainable consumption.

3. Work with donors and partners committed to respect the environment. YIAD encourages the introduction of environmental criteria in the activities and projects developed, as well as in the contracts signed with the donor and beneficiary entities.
4. Choose environmentally appropriate materials, with criteria of choice that consider their environmental impact (for example, organic solvent-free adhesives or sustainable furniture).
5. Aim for the purchase of energy-efficient material (in the case of computers, printers, photocopiers, and fax machines) and rechargeable, reusable, or recyclable products (such as ink cartridges, batteries, etc.).
6. Minimize the use of disposable or single use products, prioritizing those that are rechargeable.
7. Prioritize the use of environmentally friendly cleaning products for routine maintenance and cleaning of the office.
8. Choice of products that are free of toxic substances that do not pollute the atmosphere or water resources, and which do not become toxic or dangerous waste at the end of their useful lives (avoiding organ chlorine materials or those containing heavy metals such as mercury, lead, cadmium, arsenic, and others).
9. Prioritise the use of recycled paper, with recognised certifications.
10. Gradual replacement of materials with a higher environmental impact, to be replaced by products with an environmental quality certificate (due to their origin, composition, production processes that are more environmentally sustainable, waste products or their end-of-life management).

11. Optimisation of the current material used and consideration of the life cycle of the products, following the manufacturer's instructions regarding conditions of use, dosage, recharge, optimal response times, expiration dates, etc.
12. Verify recycling processes for products and materials prior to purchase.
13. Promotion of organic products and foodstuffs, both for daily consumption in the office by employees at headquarters and in regular meetings with expatriates, partners, and donors.

Product	Not recommended	Alternative
Filing cabinets and folders, covers, dossiers, binding material	Compound materials, PVC products	Products made from recycled paperboard, polypropylene or polyethylene
Markers and ballpoint pens, pencils, highlighters	Single-use product, of PVC, lacquered, based on organic solvents	Other plastics, recycled plastic, metal, wood, rechargeable, uncoated, aqueous bases, mechanical
pencils, dry fluorescent pencils Adhesive bars and	universal glues Products with organic solvents	Water-based products, rechargeable products
Correction tapes	Non-rechargeable tapes	Rechargeable products, recycled paper products
Adhesive tapes PVC	Products containing polyvinyl chloride	products Polypropylene or cellulose

## ENERGY

The need for energy is one of the crucial factors in determining the emission of greenhouse gases (GHG) and its consequences in phenomena such as global warming and climate change. For any institution, its daily consumption is essential when developing its own activities. Its indispensability, impact and use make energy a key factor in acting and applying environmental practices that minimise its effects.

There are two types of energy consumption: direct and indirect. That is, direct consumption of electricity by lighting and use of electrical and electronic equipment, and indirect consumption of energy using domestic hot water (DHW) and the air conditioning of the rooms.

Therefore, we, at YIAD, are committed to implementing and start up a series of measures of energy efficiency and responsible consumption of electricity that, ultimately and on a small scale, will reduce emissions and mitigate the effects of climate change. These dispositions are associated according to the process of obtaining the energy or according to the form of consumption of the same:

1. Measures to energy production.
2. Measures in direct energy consumption.
3. Measures in indirect energy consumption.
4. Measures when reforming offices.

### 2.1. Measures to energy production

The following measures of energy efficiency are considered in obtaining them:

1. Supporting energy consumption from renewable sources, to meet the different energy needs of offices. In the current energy market, there are several electric companies that guarantee the 100% renewable origin of the energy supplied.
2. we at YIAD commit to setting an annual target for energy consumption and, if exceeded, to offset those CO2 emissions with the flexibility mechanisms established by the Protocol. All this to help mitigate the effects of climate change.

## 2.2. Measures in direct energy consumption

In our offices there is a direct use of energy by the lighting and the handling of electronic and electrical equipment. Therefore, some measures to streamline the consumption of these elements are the following:

1. Perform an energy study on the types of contracting, power required, most advantageous tariff and lighting mechanisms, considering the electrical needs of the office.
2. Take advantage of natural lighting and study light needs in the different areas of the office and workplaces.
3. Turn off lighting in unoccupied spaces, whether in meeting rooms or in empty offices, or in offices outside working hours.
4. Turn off unused electronic equipment, avoiding the “standby” mode.
5. To make better use of natural lighting, use light colours on walls, ceilings, and furniture.
6. Promote lighting systems of low consumption and high performance and efficiency, preferably with a European eco-label.



7. Installation of automatic control and regulation equipment, such as timers or motion detectors in passageways (stairways or lobbies) to turn on the lights when necessary.
8. Set light dimmers of electronic type of hourly control or by presence detector.
9. Keeping lamps, screens, and windows clean will increase the brightness without increasing power.
10. Progressively replace low efficient energy electrical and electronic equipment with more energy-efficient equipment with Energy Star saving devices (for example, flat-panel monitors, which consume less energy and emit fewer radiations, and laptops, which are more energy efficient than tabletops).

### 2.3. Measures in indirect energy consumption

Indirect energy consumption is due to air-conditioning and domestic hot water production (DHW). The systems of air-conditioning (hot and cold air conditioning) of the offices are one of the main elements in the energy consumption. YIAD implements the following measures that encourage its streamlining and efficient consumption:

1. Use air-conditioning devices only when necessary and where necessary, turning off air-conditioning or heating systems in unoccupied spaces.
2. Promote the replacement by equipment (of air-conditioning and DHW) of greater energy efficiency and less environmental impact, preferably of the class A.
3. Perform operations to improve the operation and periodic reviews of the entire team, in accordance with current legislation.

4. Always follow the operating instructions of the manufacturers and maintenance technicians, and regularly clean the filters of the installation.
5. Zoning of the installations and automation of the air-conditioning equipment, by means of the use of programmable thermostats and thermostatic valves in radiators that save energy by setting temperatures at different time intervals.
6. Use air-conditioning equipment in the optimum comfort ranges for workers, following the current legislation that establishes an operating temperature in the offices of 23-25°C in summer and 21-23°C in winter.
7. Optimise the DHW temperature, complying with current legislation.
8. Avoid energy dissipation and temperature losses by closing doors and windows.

#### **2.4. Measures when reforming offices**

In the case of works or reforms in the offices or the building, YIAD will consider the following actions:

1. Adaptation to the conditions of the environment, maximising the use of natural resources, natural lighting, and ventilation.
2. Improvement of the thermal insulation of the building, incorporating double glazing in the windows located in north, east and west oriented facades and installing sun blinds (blinds, awnings, non-transparent crystals) and natural ventilation systems (windows, air currents).
3. Improvement of DHW installations, adjusting the level of thermal inertia and thermal insulation of the enclosures according to the orientation, climatology, and meteorology of the area.
4. Installation of lighting systems of high performance and low consumption, preferably with a European eco-label.

5. Use of highly energy efficient systems, desirably of class A.
6. Encourage the use of boilers with lower emissions of combustion gases.
7. Zoning and installation of automatic control and regulation systems.
8. Gradual replacement by more energy-efficient computer equipment, i.e., flat-screen monitors and laptops.

Energy class	Energy consumption	Qualification
A	<55%	Low power consumption
B	55-75%	
C	75-90%	
D	90-100%	Average energy consumption
E	100-110%	
F	110-125%	High energy consumption
G	>125%	

Source: Energy Labelling of the European Commission

## WATER

Water resources are indispensable for life, their quantity is limited and many regions of the planet, present serious problems of scarcity and water stress. In the offices, the water consumption is mainly produced in the toilets, communal kitchen and cleaning of the spaces.

We at YIAD are aware of its rational use and we promote the following measures to seriously encourage their savings and efficient consumption:

1. Implementation of saving systems for drinking water consumption in faucets and toilets, through the installation of timers, diffusers, flow reducers, counterweights, or thermostatic taps.
2. Improvement of the insulation of water systems (in storage tanks and hot water distribution pipes).
3. Installation of single-handle faucets in the areas where hot and cold water is required, this entails savings of 50%.
4. Immediately solve possible leaks and water leaks in taps, since a loss of one drop per second can generate a waste of 30 litres per day, i.e., 11 cubic metres per year.
5. Awareness-raising of workers to avoid throwing waste in toilet.
6. In offices of shared buildings, demand individualised water metres to control own consumption.
7. Choice of indoor plants with environmental criteria, that favour water saving and that are adapted to the climatology of the environment.

## WASTE

Waste generated in the office, which is not classified as dangerous, will require a treatment consisting of collection, transportation, recovery and total or partial elimination. This waste management process should be carried out without endangering human health and without using methods that could harm the environment, taking into account the current legislation.

YIAD proposes the following practices to be considered in the sustainable management of waste produced in the activities carried out in the office:

1. Establish an inventory of waste classes that are generated in the office, to consecutively design an appropriate selective collection system.
2. Establish a selective waste collection system in suitable and compartmentalised containers: plastic and aluminium containers (yellow paper), paper and cardboard (blue), glass (green) and organic waste (brown or black).
3. Promote the awareness of employees in the proper separation of waste, especially produced in the canteen of the office.
4. Bet on the purchase of bulk or compacted products and opt for materials with minimum packaging to minimize the volume of waste produced.
5. Purchase products and other items that have the identifying symbol of adhesion to an Integrated Waste Management System, thus guaranteeing their recycling and subsequent waste recovery.
6. Hire authorised entities for waste management, giving preference to managers who use recycling, reuse, recovery or transformation techniques, the latter being the destruction by incineration or landfill.

7. Reduction of the consumption of subscriptions and publications, minimizing the significant impact on the environment.

## Transportation

Air pollution is the first environmental cause of death in the European Union and will become the leading environmental cause of premature mortality in the world in the coming decades. Urban air pollution (mainly by NO<sub>2</sub> and ozone) is a serious problem in many large cities on the planet and road transport is the major cause of pollution in the face of the industry (manufacturing or energy production).

Within the transport the private vehicle is the main responsible of the current situation of the quality of the air, for that reason the direction and the board of trustees of YIAD commit to initiate the following actions:

1. Promote the use of alternative energies of low pollution (hybrids) in vehicles used by YIAD.
2. Encourage the use of public transport (bus, subway, suburban train) by workers.
3. Support to share the private vehicle among employees.
4. Promote the use of the bicycle among employees.
5. Support efficient internal driving courses for employees

## Communications

YIAD promotes measures of good environmental practices in relation to internal and external communication, which is reflected in the following actions:

1. Raise awareness of the reduction, when strictly necessary, when printing emails received or sent.
2. Promote a system of internal communications between workers making use of new technologies (intranet, e-mail, digital signature, social networks, etc.), minimizing the communication printed by paper.
3. Encourage external communication through videoconferences, for meetings, trainings, training sessions, etc., with expatriates, partners, donors, or other entities.