



IOAS Environmental Impact Policy

A. Preamble

A.1 Introduction and Purpose of the Policy

This policy assists IOAS in identifying and implementing procedures intended to guide the day-to-day operations of the organisation in order to ensure that negative environmental impacts are minimised, and positive environmental policies and practices are implemented where possible.

A.2 Scope

This policy applies to all activities and operations of IOAS that are carried out by all IOAS personnel, defined as including the Board of Directors (BoD), committee members, staff and external assessors/technical experts.

A.3 Definitions

Reference is made to the IOAS General Operating Manual for definitions.

A.4 Access and Distribution

This document is distributed to the IOAS Board of Directors (BoD), Impartiality Committee (IC), Accreditation Committee (AC) and external assessors/technical experts upon revision. Staff are informed of changes as soon as they have been finalised. Interested parties may obtain a copy on request.

A.5 Authority and Revision

This policy is approved by the BoD. It is the responsibility of the IOAS Executive Director (ED) and Quality Director (QD) to review the appropriateness of the policy from time to time. It may be revised when the need arises. Its effectiveness in meeting the quality policy of the IOAS will be assessed during Internal Audit and any measures for improvement notified to the BoD.

B. General

The work of IOAS affects the environment, and our business activities can have varying degrees of impact upon climate change. IOAS shall periodically calculate emissions and other environmental impacts in order to identify reduction options and protocols to minimise negative impacts outlined here and to track progress over time. The IOAS Strategic Plan shall identify measurable targets in the following areas.

B.1 Travel

B.1.1 Air travel contributes the single largest impact that IOAS has on the environment. IOAS activities revolve around international assessment visits, meetings by staff and regular BoD and Committee



meetings. While IOAS staff, volunteers, and contractors will seek to minimise air travel to what is strictly necessary (see next section on Communications), it is recognised that significant air travel will be inevitable.

B.1.2 Where appropriate, travel can be reduced by conducting more remote assessments. Remote assessments may be offered in cases where there is low risk and the resources required to complete the activity are available to all parties.

B.1.3 There may also be opportunities for travel reduction through working with other accreditation bodies and/or by use of geographically-spread assessors and by examining the effectiveness of review audits vs witness audits in identifying nonconformities (NCs) and other important issues. An increase in review audits could reduce airline travel for witness audits.

B.1.4 IOAS Environmental Impact Policy on Travel: IOAS staff, volunteers and contractors are encouraged to calculate consequent emissions of air travel while conducting IOAS business to aid in determining whether air travel is essential.

B.2 Communications

B.2.1 While it is often necessary for IOAS staff and contractors to make physical visits in order to comply with assessment requirements, there is room to make better use of alternative technologies in order to minimise impacts associated with travel for IOAS business meetings.

B.2.2 IOAS Environmental Impact Policy on Communications: Personnel will, where possible, seek to maximise the use of teleconferences and video conferences for meetings in place of face-to-face meetings.

B.3 Hotels and Meals

B.3.1 IOAS has regular meetings of its BoD, IC, and AC for which the choice of hotel accommodation and meals constitute a significant expense. However, IOAS is aware that budget and location restrictions limit choices of using eco-friendly options.

B.3.2 IOAS Environmental Impact Policy on Hotels and Meals:

- **For all food and drink, IOAS will strive to make purchases that are environmentally and socially responsible (e.g., organic, local, fair-trade).**
- **Such purchases shall be within a reasonable cost of other food and drink options at the discretion of the individual person.**
- **When making decisions about food purchases when travelling, staff, volunteers and contractors should be mindful of any packaging purchased and disposed of as a consequence.**
- **Personnel are encouraged to consider foods with a smaller environmental impact and/or a more plant-based diet.**



B.4 Procurement (Office Supplies)

B.4.1 As a business with a fully paperless digital filing system, IOAS and its staff, BoD and committee members are not heavy consumers of office supplies, with minimal paper and printer ink toner purchases. IOAS also make infrequent hardware purchases (e.g., computers, furniture, etc.). However, conscientious decisions will be made about all related office purchases.

B.4.2 IOAS Environmental Impact Policy on Procurement:

- **IOAS will look at the life cycle impacts of all office supplies, favouring those that incorporate recycling / take-back programs.**
- **IOAS will encourage its staff to purchase paper that is FSC-certified. Failing availability of this option, IOAS will seek to maximize post-consumer waste content, chlorine-free processing, and socially equitable working conditions.**
- **IOAS will encourage its staff to purchase and recycle ink cartridges that are recyclable, ideally through a company take-back policy, or to utilize printers with replaceable ink.**
- **Staff and contractors will make a conscientious decision before printing any documents to consider whether the printing is necessary.**
- **All printers and photocopiers shall enable double-sided printing and staff and contractors can choose to also print two pages to a side if feasible.**

B.4.3 Staff, BoD/committee members, and external assessors/technical experts are encouraged to assess their own home office environmental impacts and submit the results of this assessment periodically to IOAS to measure progress over time.

B.5 Institutional Relationships

B.5.1 IOAS has business relationships with a range of other institutions such as utility companies and investment firms. To some extent, IOAS has an opportunity to influence these institutions through our choices with whom to do business.

B.5.2 Possibly the second largest impact that the IOAS and its staff have on the environment is their energy use and in this context the choice should be made to reduce reliance on power from fossil fuel sources if possible.

B.5.3 IOAS Environmental Impact Policy on Institutional Relations:

- **In accordance with the IOAS Investment Policy, IOAS funds shall be placed in investments that have strong social and environmental principles and that support the local community, where the fees, services and/or returns are comparable with other investments.**



- **IOAS and its staff are encouraged to utilize ethical utility company plans using renewable energy (e.g., telecommunications, power, etc.) where these exist and compare favourably with other utilities.**
- **IOAS will seek to source mainframe server hosting from providers who offer a service which uses power from renewable energy providers.**