

# Code of Good Practice

for Climate and the Environment



CENTER  
FOR CITIZENSHIP  
EDUCATION



# Code of Good Practice for Climate and the Environment

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## INTRODUCTION

The „Code of Good Practice for Climate and the Environment” was developed within the framework of the Strategy for Environmental Education in the Programs of the Polish-American Freedom Foundation for 2021–2023.

As stated in the resolution adopted by the European Parliament in 2019, we are facing a climate and environmental crisis on a global scale. The strategy for the economic development of European Union countries, called the European Green Deal for the European Union (EU) and its citizens<sup>1</sup>, which was developed in response to this crisis, aims to achieve climate neutrality by 2050. In practice, this means reducing greenhouse gas emissions to the minimum necessary and compensating for emissions, for example, by planting trees.

Achieving this goal will require global cooperation, which must assume an understanding of the gravity of the problem, and concerted action by all people within the scope of their capabilities and competencies.

This „Code of Good Practice for Climate and the Environment” is intended to support organizations that implement PAFF Programs in taking their own climate-neutral actions. It offers practical advice on how to reduce the negative environmental impact of daily office activities and various organizational endeavors across eight areas that have been identified as typical of the activities of organizations – the implementers of PAFF Programs.

We hope that this publication will enable organizations to begin a process of systematic action to protect the climate and the environment. This is not a closed list – we will be updating it, and gladly accepting comments and descriptions of good practices at the e-mail address [magdalena.piekunko@ceo.org.pl](mailto:magdalena.piekunko@ceo.org.pl).

Let’s also not forget about the [Climate and Ecology Knowledge Base](#), which we can refer to when we need verified materials or information on climate, ecology, and the environment.

Let our joint efforts become a new standard of functioning for the NGO community within Poland. This will be our solidary response to the challenges brought about by the climate and environmental crisis.

The Center for Citizenship Education  
Polish-American Freedom Foundation

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<sup>1</sup>Communication from the Commission to the European Parliament, the European Council, the Council of the Economic and Social Committee and the Committee of the Regions, Brussels, 2019 [online], at: [https://eur-lex.europa.eu/resource.html?uri=cellar:b828d165-1c22-11ea-8c1f-01aa75ed71a1.0016.02/DOC\\_1&format=PDF](https://eur-lex.europa.eu/resource.html?uri=cellar:b828d165-1c22-11ea-8c1f-01aa75ed71a1.0016.02/DOC_1&format=PDF)

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# Everyday habits



When you want to make a difference in the world, it's good to start with yourself. Every small action, multiplied by enough people, has a global effect. Other people working in our organization can follow the green solutions that we ourselves apply. We can actively work to change the habits of our colleagues: educate through office newsletters and placards, and introduce solutions that facilitate and encourage green choices.



## Drinking tap water

One of the simplest changes we can make to our daily lives is to drink tap water instead of bottled water. This not only prevents us from producing waste in the form of water bottles, but also reduces our carbon footprint (production and transportation). To initiate such a change in the workplace, provide glasses (reusable) and inform employees that the tap water in the workplace is safe. For some people, drinking tap water requires breaking down certain mental barriers. We can help them by pouring the water into a pitcher in advance, and providing extras like mint leaves or lemon slices. If we have doubts about whether it is safe to drink water from the tap in our building, we can perform physicochemical tests. If it turns out that our tap water is undrinkable, or if its taste is simply not to our liking, it's worth considering using a filter in the form of a faucet cap or dispenser.

## Putting the right amount of water in the kettle

According to [calculations by Professor Tom Baxter of Strathclyde University](#), kettles consumes about 6 percent of the energy used in households, which is more than, for example, an oven. This is due to the very frequent use of kettles which are over-filled. To counteract this, on the kettle's gauge we can make a mark to identify how much water is needed for one cup of boiling water. Let's also take care to regularly remove limescale, which prolongs the water's boiling time.

## Energy-saving temperature control

The most energy-efficient way to ventilate a room quickly and thoroughly is to open all the windows wide to create a draft while we are out of the room. And remember to close the radiator valves when opening the window for longer periods of time. Also take care that the radiator is not covered, as this impedes the spread of heat throughout the room.

## Paper saving

Despite a systematic increase in the proportion of electronic workflows in workplaces, paper still remains a large part of the waste produced by offices. Paper production means not only cutting down more trees, but also consuming water and energy, releasing harmful substances into the water and air, and generating waste. Therefore, let's limit printing to the minimum necessary, and print double-sided. Let's reuse sticky notes, envelopes, card-board. Let's use unused sheets from notebooks and sheets printed only on one side (we can hold them together with clips) for rough copies. When wiping hands on a paper towel, let's use only 1 or 2 sheets.

## Crushing waste before discarding it

Unflattened cardboard boxes or uncrushed plastic bottles take up more space in the garbage can, the container, and in transportation. This means using more garbage bags, overflowing containers that make proper segregation impossible, and a larger carbon footprint due to transporting "air" instead of more waste. If this is a problem in your office, it's worth posting a reminder next to the segregation containers to crush waste.

## Switching off unused equipment

Let's switch off equipment that we aren't using. By using power boards, we can turn off all our devices at once when we leave work. Let's not leave equipment in standby mode for a long time, which also causes energy consumption.

## Maintaining order – taking care of internal resources

Keeping your workplace neat and tidy is a sign of respect for your co-workers, but not only that. If we put things away, we can clearly identify the amount of resources remaining. This will help us avoid a situation in which excess products are ordered for the office when we think the supply of, for example, pens is running out. Keeping things in order is also good for electronic equipment and any items stored in the office. It can prevent a cup from being broken, paper from folding, food going out of date, a laptop from being flooded, or things from getting lost. In summary, by keeping things in order, we reduce consumption and waste.



# Information and communication technologies



The carbon footprint of technology use is a topic that has not yet penetrated public consciousness. It is obvious to us that a plugged-in computer consumes energy, but the impact on greenhouse gas emissions is rarely thought about in relation to our activities while using it. In this regard, we can make changes at the individual level, which, extended to enough people, will make a noticeable difference. Of greatest importance, however, will be organization-wide changes.

## Good digital habits

A common function used in office work is email boxes. It is worth realizing that the content stored in the so-called cloud, consumes energy, i.e. through the servers of a given provider, and the more data we keep, the greater the amount of energy. In view of this, it is worth keeping your mail in order on an ongoing basis – delete unnecessary e-mails and do not allow unnecessary subscriptions to accumulate ([Cleanfox](#) will help in their removal). When sending emails, include only the necessary recipients. The next step is to prepare emails carefully, that is, to make sure that all the necessary information is included so as to minimize the need to send another message. If possible, our emails should consist of text only – sending pictures or gifs consumes more data and thus energy (this also applies to graphics in the footer). For quick, real-time communication, a better choice than email would be to use an instant messenger.

Every time we search for something on the Internet, we generate an average of 0.2 grams of carbon dioxide, which goes into the atmosphere. A simple habit to reduce your carbon footprint would be to type the target address of an internet page into the address bar of your browser instead of doing a word search to find it. It's a good idea to save the most frequently used sites in your browser bookmarks. Returning to search, we most often use Google's search engine. An eco-friendly substitute is [Ecosia](#), a search engine powered by solar energy, whose owners donate at least 80 percent of their monthly revenue to planting trees. For those people who end up with a dozen or more open tabs when searching online, a valuable energy-saving tool is [The Great Suspender](#). This is an extension for the Chrome web browser (if using a different browser, search for a similar extension), which, after a certain period of time, puts the tabs that are running in the background to sleep; it remembers the opened address, but at the same time deactivates the sites and frees up memory in the browser, reducing the computer's energy demands.

## Digital organizational solutions

### Internal communication

An organization's internal communication is often based on sending emails. However, it is also worth having a dedicated organizational communicator. Sending messages through this will have a smaller carbon footprint than doing it through mailboxes – so for ongoing communication we recommend this solution. It is best to use an application that encrypts its content (Telegram, Signal, Whatsapp). Such applications have the ability to set the deletion time of messages after a certain period of time, so they will not linger on the servers.

### Electronic signatures and electronic workflow

The use of electronic signatures in your organization and the introduction of an electronic workflow have many advantages, for both organizational and environmental reasons. Both allow you to reduce printing, thus saving paper, ink, and energy. They also make it possible to remotely access and sign documents, so you don't have to send them by mail. In addition to freeing up time resources and streamlining work, we save on envelopes and reduce the carbon footprint associated with transportation. It's worth noting that after the initial transition period, document circulation should not be duplicated, that is, it should not occur in both paper and electronic versions. If this is the case, the negative environmental impact will be increased compared to the baseline.



### **GOOD PRACTICE – Academy for the Development of Philanthropy in Poland, The Association for Creative Initiatives “ę”, Education for Democracy Foundation, The Information Society Development Foundation, Sendzimir Foundation, Shipyard Foundation**

The organizations listed in the header, which implement Polish-American Freedom Foundation programs, are successfully using, in their work, electronic signatures that are verified through the Autenti platform. This makes it possible to verify signatures via e-mail (a Trusted Profile or other forms of electronic signature are not required), so any person can use it. The Academy for the Development of Philanthropy in Poland reports that in one year the use of electronic signatures saved nearly 1,600 sheets of paper in just one program. Organizations also point out that this is a solution that significantly streamlines office work. It should be borne in mind, however, that an electronic signature verified through the Autenti platform is not the same as a qualified signature, so agreements for the transfer of copyright cannot be signed through it.

### **GOOD PRACTICE – The Information Society Development Foundation**

At the end of 2021, the Information Society Development Foundation implemented the Electronic System of Document Circulation (ESOD), which is a comprehensive solution for streamlining document circulation (including cost documents, contracts, orders, and vacation requests) and approval processes. The system was financed through funds from the Polish-American Freedom Foundation, and the decision to introduce it was made after the experience of the pandemic lockdown, and due to, among other things, the desire not to print cost documents (which are increasingly being received only in electronic form) and the shrinking space available for document storage (binders).

The ESOD has been designed to:

- streamline document circulation and approval processes,
- increase document control,
- create secure archives (electronic repositories),
- make access to documents and their processing history easy and fast.

The system is built from the following modules:

- Contracts – this module contains records of contracts, orders, and memos. Here you can also enter new documents.
- Invoices/Receipts – this module deals with cost documents such as invoices and bills, including the full approval process.
- Business trips – a module for handling the travel orders and settlements of domestic and foreign business trips, including the full approval process.
- Vacations and absences – a module for handling full-time employees' absences, along with the approval process.

After passing the full approval process, each document in the ESOD is linked to a description containing, among other things, information about the source of funding and the eligible amount, the signatures of the approvers along with dates, and who the document has been assigned to. The system allows you to print the document with the description, as well as export the data in the form of various files, such as a statement of incurred costs.

## Websites

As we conduct our various forms of business, we often create our own websites. Depending on the choices we make, these will generate smaller or larger digital carbon footprints. We can check how our website compares to others by using a [calculator](#) created for this purpose. It makes its calculations based on the weight of our site and the elements it contains (i.e. the data transferred when it is opened), the amount of traffic to the site, and how its hosting is powered (whether it comes from renewable sources). Changing to so-called green hosting is only part of the solution that we can implement ourselves. The other part is to reduce the weight of our site by reducing the use of unnecessary scripts (such as those that load additional fonts) or reducing the weight of the graphics and video (more information: [kinsta.com](#) and [smashingmagazine.com](#)). Another solution is to offset the generated carbon footprint by planting trees (more information: [www.posadzimy.pl](#), [www.aerisfuturo.pl](#)). The number of trees to be planted can be calculated using the aforementioned calculator.

## GOOD PRACTICE – Academy for the Development of Philanthropy in Poland

The Academy for the Development of Philanthropy in Poland implemented the “Act Locally” Program, which is a project by the Polish-American Freedom Foundation. As part of the Program, a website was created to handle applications and reports from the Program: [system.dzialajlokalnie.pl](#), which is powered by green energy, as verified by the search engine [www.websitecarbon.com](#). The site is hosted on servers maintained by the [cyberfolks.pl](#).

## Videoconferencing

According to the 2018 [Global Internet Phenomena Report](#), video playback is responsible for 56 percent of global Internet traffic. It is the area that generates the highest energy consumption, and thus carbon footprint, of all on-line activities. In the age of coronavirus, there has been an increase in the proportion of offices streaming online video in the form of video conferencing, which is increasingly replacing live meetings. As a result, it makes sense to turn off unnecessary video during “callbacks.” It is also within our power to prudently choose the platform through which we implement remote meetings. There are [many good alternatives](#) (e.g., Jami, Kopano, Whereby) to platforms created by the large corporations, which often use their monopolies to the detriment of people and the environment.



# Electronic equipment



Choosing ethical electronic equipment is a complicated issue. Factors to consider include: mining minerals in areas of armed conflict, violations of labor rights during production, hazardous substance content, and the planned obsolescence of products and the possibility of repairing them. When purchasing equipment, it is worth being guided by available analyses prepared by trusted organizations. Due to all of the above factors, you should strive to maximize the life of your equipment. The top-down settings of certain parameters will help save resources. The above issues will be discussed in this section.

## Buying equipment



In the current market for electronic equipment, there is a shortage of manufacturers that can be considered fully ethical. In view of this, the best choice would be to buy certified devices, which shows, through our consumer decisions, that we care about a people- and environment-friendly industry. [TCO Certified](#) is a sustainable development certification for IT products. A [search engine](#) on the TCO website, which includes all certified hardware, will help in choosing equipment. It is worth considering buying [used equipment](#).

More information can be found at: <https://www.ethicalconsumer.org/technology/shopping-guide/desktop-computers>

### **GOOD PRACTICE – Sendzimir Foundation, Shipyard Foundation, Academy for the Development of Philanthropy in Poland**

The organizations mentioned in the headline use scanner-printers in their offices that have been leased from office equipment rental companies. As part of the contract, the company provides servicing for the equipment in the event of a breakdown (which has a positive impact on its lifespan) and does the initial configuration, which allows for the green default settings described below, such as two-sided printing in grayscale. The Academy for the Development of Philanthropy in Poland uses a rented printer to replace several printers which were previously in the office. This has reduced the need for consumables, such as toners appropriate for the printer model. One spare set of toners is now purchased which is always used before the expiration date, which didn't happen before.

## Multifunctional and reusable

It is worth investing in equipment that will perform several functions (e.g., a printer with a scanner) and those that will last longer thanks to their reusability (rechargeable batteries, perpetual cartridges).

### **GOOD PRACTICE – Shipyard Foundation**

The Shipyard Foundation is gradually moving away from using regular batteries in electronic devices to using rechargeable batteries. The office has equipment for charging rechargeable batteries and containers for used batteries, along with information on why it is important to separate them.



Photo: Shipyard Foundation

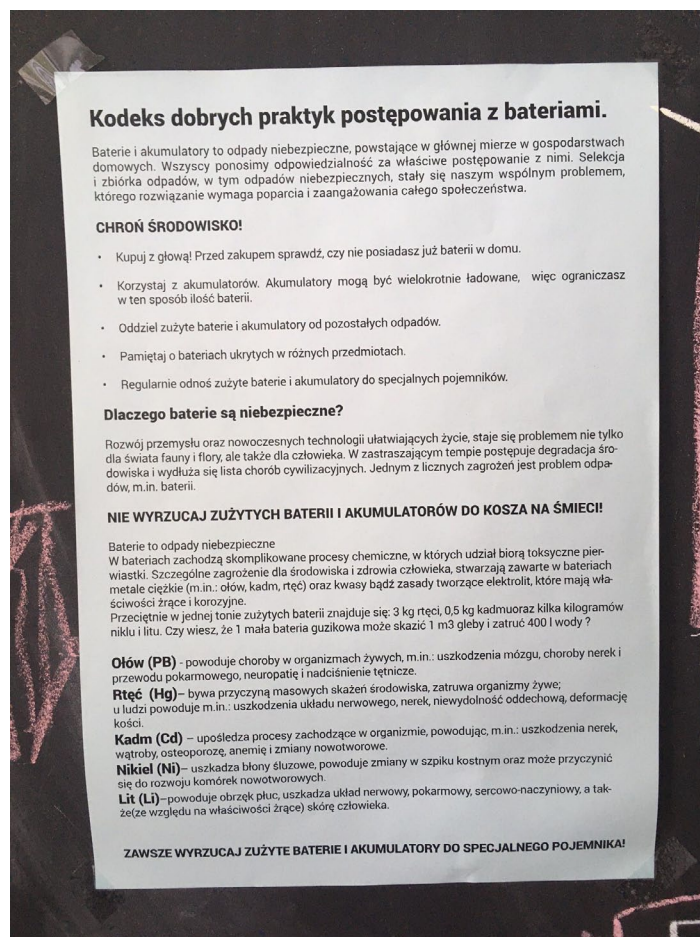


Photo: Shipyard Foundation

## Extending equipment life

Once the equipment is in our possession, it is a good idea to take care of it from the very beginning, according to the principle that prevention is better than cure. To take care of your equipment, you should:

- regularly clean it from dust and dirt with a microfiber cloth, a brush, and preparations designed for this purpose (the interior of the laptop is best left to the service technicians);
- avoid eating and drinking in front of it;
- take care about cooling – do not obstruct ventilation grilles, allow air flow, avoid sunlight;
- update the software;
- increase the memory;
- keep the battery between 10 and 90 percent charge;
- use covers.

## Proper disposal

If we have waste equipment to dispose of, it is important to check how this can be done in your municipality (delivery to a point or ordering an office [pick-up](#)) in accordance with the [Waste Electrical and Electronic Equipment Act](#). If we return our equipment to a service center and it proves impossible or uneconomical to repair it, the service center has a statutory obligation to accept it. If our equipment is suitable for further work, but is no longer sufficient for our office needs, it is worth donating it free of charge to a foundation, orphanage, or private individual who has expressed such a need.



## A few useful internet addresses to turn to when you have an excess of unneeded equipment:

- <https://uwolnijzlomka.org> – the collected computers, monitors, and components are used to provide children with equipment for remote classes;
- <https://odzyskajsrodowisko.pl/re-paczka-inpost-oraz-fundacja-odzyskaj-srodowisko-razem-na-rzecz-zero-waste> – the received equipment goes to a professional company, where it is checked for efficiency and reusability in part or in whole;
- [http://www.old.kultura2000.pl/pl.podaruj\\_sprzet.html](http://www.old.kultura2000.pl/pl.podaruj_sprzet.html) – the income from the equipment collection campaign is earmarked for the wards of the Culture 2000 Foundation;
- <https://iar.org.pl/?p=1861> – collected equipment is given (with training) to digitally excluded people;
- <https://www.laski.edu.pl/pl/node/547> – the income from the equipment collection campaign is earmarked for the statutory purposes of the Society for the Care of the Blind.

## Default settings

Changing the font to a thinner one, for example, Century Gothic, Times New Roman, or [Garamond](#) will save ink, and maybe even the number of pages to be printed (or stored in the cloud). In addition, make the default option double-sided printing in grayscale and saturation 80 percent. For monitors and laptop screens, to save energy we can lower the brightness level to the lowest that is comfortable for our eyes. Another setting is to turn off the screen and put the computer to sleep after an appropriate number of minutes (one that does not disturb our work, but will be activated when we leave the computer).

### **GOOD PRACTICE – The Center for Citizenship Education**

All employees of a given office use a common printer (Xerox), which stands in the corridor. It is set to delayed printing. The user sends a print job to the machine, and the machine pauses printing until a person approaches the printer and approves the print. It often happens that the print command is sent, but is not finally approved. This happens, for example, when, after clarifying an issue, it turns out that the printout is not needed after all. The machine removes the print job from the queue after three days if it does not receive approval. Thanks to this simple solution, we save paper and ink by printing less.



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# Office equipment



An eco-friendly office is one whose equipment is chosen with care, ethical, and environmentally friendly. By making conscious consumer choices, we create demand for ethical products and make our daily work in the office more environmentally friendly. In turn, the way the office is organized can make it significantly easier for working people to make green choices.

## Buying

This section collects together tips that can be followed when selecting office equipment items. While we won't be able to cover every item that organizations may need, you can find some universal principles here that will help you make responsible purchases.

### When shopping, let's pay attention to whether we buy:

- Paper with a [FSC](#), [PEFC](#), [Blue Angel](#), [Ecolabel](#) certificate;



- Toilet paper and paper towels made from recycled paper, unbleached;
- Square or rectangular sticky notes (these shapes prevent paper loss during production);
- Certified coffees and loose-leaf teas [Fairtrade](#), [Rainforest Alliance](#), [UTZ](#), [Smithsonian Bird Friendly](#);



- Plant-based milk;
- Bar soap or liquid soap refill;
- Organic cleaning products: baking soda, vinegar, spirits, citric acid, and compostable sponges such as loofahs;



- Eco-friendly package fillers, such as "skropak."

### GOOD PRACTICE - The Association for Creative Initiatives "ę"

The office of the Association for Creative Initiatives "ę" uses vinegar to descale their kettle. It is enough to pour water and vinegar into the kettle in the ratio of 1:1, boil it and leave it for about an hour, and then finally rinse the device.

## Organization of the office

The way the office is set up and organized can weigh on the success of any pro-environmental changes that are made. Below are some examples and suggestions.

### Segregation of garbage

When segregation garbage cans are located too far from workstations, this can result in all waste being thrown into mixed-waste garbage cans, which are often located under desks. In addition to the optimal placement of garbage cans, care should be taken to properly mark them and spread the word about their presence and location in the office. It is a good idea to post instructions near the waste bins regarding the correct segregation of items.

### GOOD PRACTICE – The Center for Citizenship Education

This is what the waste segregation guidelines placed on the garbage cans at the offices of the Center for Citizenship Education look like. Note that, depending on the municipality, the rules for segregation may vary for individual waste.



### Inventory and office supply base

In order to reduce excess purchases of office supplies, it is necessary to take an inventory and make the result available in a continuously updated file. It is also worth adding information about the location of the resources in question. In the case of less frequently used equipment, we can designate a place where the materials database will be located for an entire room, floor, or even workplace.

### Materials to be reused

If our goal is to encourage employees to reuse miscellaneous materials, it's worth creating space for them. A dedicated drawer for single-sided printed pieces of paper to be used as rough-writing or re-printing is useful, as well as a place to store incoming cardboard boxes, envelopes, fillers or off-cuts (to use off-cuts as fillers for parcels, the shredder must be at least P4 class).

### GOOD PRACTICE – The Association for Creative Initiatives “ę”

The association uses the services of a document shredding company. This company transfers the resulting waste to a paper production plant, where it is used to make toilet paper.

### GOOD PRACTICE – PAFF and UW School of Education

It is not only what we eat that is important, but also how much we eat, or rather how much food we waste. Our refrigerators, including those at work, are often stuffed to the brim with food. Often, before we eat what we already have, we make another purchase. It happens that we bring too much food to work, that we don't feel like eating the same thing the next day, that we go on vacation, and leave the food behind... That's why, in the School of Education office's refrigerator, one shelf has been re-designated as an eatery area. As a result, less food goes into the trash, and products from this shelf have already saved many a hungry person. This shelf also receives what is left over from the catering ordered for training courses.

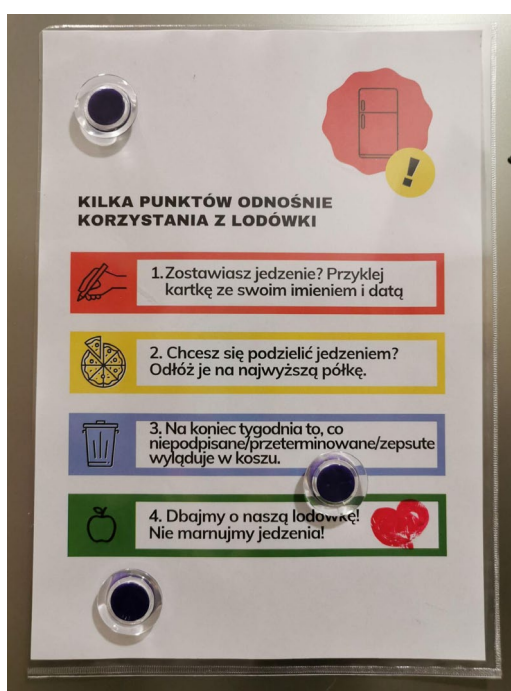


Photo: PAFF and UW School of Education

### Green working group inside the organization

There is a good chance that among those working in your organization there are already people who are taking green initiatives in the office. It is worth taking advantage of this potential and to create an ecology working group of those who are interested. This group, thanks to its knowledge of the reality of your organization, will know best what challenges you are facing and what solutions will be best in this particular situation.





# Building and location



In this section we will focus on two aspects. The first is commuting to work. On the one hand, this is an individual decision for each working person. However, we can influence employees to choose more environmentally friendly means of transportation – in the simplest variant by setting an example. However, there are also other practical solutions that can significantly improve the comfort of non-car commuting. The second theme is building exploration issues that focus on reducing water and energy consumption. The world's freshwater resources are steadily declining – these are being consumed faster than they have the chance to renew themselves. Energy production, on the other hand, is a sector that ranks in first place for greenhouse gas emissions. In addition, Poland's coal-fired power plants account for as much as 70 percent of the country's water intake and 85 percent of its energy production, so it should be all the more important for us to find ways to conserve the energy used by the building.

## Transportation

Passenger cars are responsible for the largest amount of carbon dioxide emissions from transportation within Europe ([60.7 percent of emissions](#)) – more than trucks and airplanes combined. Their multitudes in cities makes it difficult to find a parking space (increasing greenhouse gas emissions when looking for one) and is sometimes the reason for dedicating more green space to parking lots. What's more, when commuting to work, often only one space is occupied in a vehicle. This can be the first step to change – if you travel by car to the office, give a lift to someone else. Within an organization, carpooling (that is, just commuting together) can be facilitated by creating a themed internal document, email thread, or chat room. However, a much more eco-friendly solution would be to use public transportation. Another option is bicycles, scooters, or rollerblades, which are good for health and emission-free. An incentive to choose this mode of commuting may be the provision of a bicycle stand and a place to change and freshen up. For some localities, it is also possible to request a city bike station.

## Building

While the changes to buildings require financial outlays, compared to other areas, they can make the biggest difference to reducing an organization's carbon and water footprint. Each workplace will face different challenges. It is worthwhile analyzing how well the building and water system is sealed (and repair it on an ongoing basis), check the presence of environmentally friendly solutions such as:

- led light bulbs,
- motion detectors,
- aerators,
- dual flushers,
- dishwashers,
- thermostats,
- radiator screens.



# Publishing and creating materials



When creating materials and publications, we do not want to add to the production of more waste. Therefore, first of all, it is necessary to ask ourselves whether we really need the product and whether there is no other way to achieve our goals (e.g. publishing only electronically). However, if you decide to create a publication/material, you need to think about how much of it will be appropriate and have an idea prepared for its disposal just in case. You also need to choose eco-friendly materials, meaning they should be recycled or recyclable. In the case of paper, you should pay attention to whether it is non-foiled, unbleached, and from sustainable forestry. It is also worth taking care of the quality of our product so that it can last as long as possible. Reusability or versatility will also influence this. Another consideration is to decide on a local service provider, such as a nearby printing company.

## Checklist for publishing/creating materials

|   |  |
|---|--|
| Rethinking the quantity/volume                    |  |
| Selection of eco-friendly, quality materials      |  |
| Multipurpose/reusable design                      |  |
| Design that generates as little waste as possible |  |
| Design that uses as few resources as possible     |  |
| Local service provider                            |  |
| Ideas for possible disposal                       |  |

### GOOD PRACTICE – Center for Citizenship Education

After the 2020/21 school year, the Center for Citizenship Education wanted to thank teachers for their cooperation, so it prepared a planner for teaching staff. To make it universal and usable in future years, it does not contain dates. Instead, there is space to enter the month and a range of the days of the week. Another universal material created in the organization was business cards. On it there is place to write down one's data along with the logo of the Center for Citizenship and contact information.





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# Travels and event organization



## Checklist for organizing a business trip or event

### Transportation

Minimize the carbon footprint of transportation  
(public transport > car > airplane)<sup>2</sup>

Offsetting travel  
(Offsetting the carbon emissions caused by travel)

Local suppliers of materials/services

### Accommodation

Accommodation close to the event venue

Selection of eco-friendly hotels ([Green Key](#) or [Ecolabel](#)),  
that implement green solutions

### Food

Rethinking the amount of food

An idea for surplus food (e.g. own containers, donate to an eatery, advertise on  
food sharing groups, [signing a donation agreement](#))

Eco-friendly catering  
(local, with limited animal ingredients)

Multi-use or compostable tableware

Tap water

### Equipment

Provision of segregation containers

Information for guests about the necessary equipment  
(e.g. own pen, lanyard, cup)

Using the organization's existing resources and reduce buying

<sup>2</sup>Incentives to choose environmentally friendly modes of transportation may include a reduction in travel reimbursements, such as airplane flights within the country..

### **GOOD PRACTICE – Academy for the Development of Philanthropy in Poland**

The Academy for the Development of Philanthropy in Poland organizes events for its grantees, who are scattered all over Poland. As such, it encourages them to travel together by sending the following message to participants:

“We suggest that if you plan to travel by car, as many meeting participants as possible (a minimum of two people) should ride in each car. If possible, we encourage you to contact the closest organization (e.g., a neighboring “Act Locally” Center) with which you will be traveling, and pick up people traveling to the meeting from that organization.

We also encourage you to organize your travel in such a way that you get to larger cities by car and from there take a bus or train to Warsaw. We cover the cost of such combined trips.”

### **GOOD PRACTICE – The Center for Citizenship Education**

At the Center for Citizenship Education, meatless meals are often offered at training sessions. Below is the message that is sent to participants in training courses.

“In line with the principle of sustainability and responsible consumption, we are offering a vegetarian meal during the training. This will make our meeting more environmentally neutral. If for any reason this does not suit you, please let us know so that we can provide you with an alternative meal. We take the absence of a message as acceptance. Why this proposal? Meat production consumes enormous energy and water resources, drastically increasing the climate footprint (i.e. the amount of carbon dioxide emitted into the atmosphere), while contributing to the compounding of the greenhouse effect. Producing 1 kg of beef requires the consumption of 40,000 liters of water and is equivalent to 36.4 kg of CO<sub>2</sub> emitted into the atmosphere (that’s the equivalent of 20 days of uninterrupted lighting of a 100watt light bulb or 2 hours of uninterrupted driving). A diet containing average amounts of meat is associated with twice the climate footprint of a vegetarian diet. Meat production is also associated with deforestation and groundwater pollution. We want to inspire a change in eating habits by presenting a vegetarian diet as a tasty, varied, yet healthier alternative to the traditional way of eating.”

### GOOD PRACTICE – PAFF and UW School of Education

Many organizations face the challenge of reducing the waste produced during workshops in a way that does not compromise the quality and attractiveness of the activities being carried out. The following is a report from a PAFF and UW School of Education staff member, who presents the solutions used by the institution:

“Conducting workshops usually involves a lot of use of office supplies, especially paper. When working in groups, flip charts, A4 sheets of paper, sticky notes are used. It is good practice to use sheets of paper on both sides, we always ask our training participants to do so. However, good old erasable whiteboards (yes, the school ones) on which groups can record the results of their work will also work. Whiteboards can be replaced by electrostatic film or flipcharts. They are easy to transport, don't require a special stand (just stick them to the wall – they will stick by themselves), can be used in small rooms, and, most importantly, are reusable. After a training session/meeting, you can wipe off the film and leave a „white sheet” for future users. Students and lecturers at PAFF and UW School of Education are happy to use the films and whiteboards in their classes.

Small plastic placards will also be useful for working in groups. The slates act as dry erase boards, and you can write on them with markers. During classes we use them instead of sticky notes. They work well for both individual and group work. Magnets on the back of the plates enable us to attach them to large whiteboards or walls painted with magnetic paint. In this way, as with the sticky notes, at the end of individual work, participants and trainees can share their answers with the group. At the end of the class, participants clean their slates and leave them in the room for the next group.”

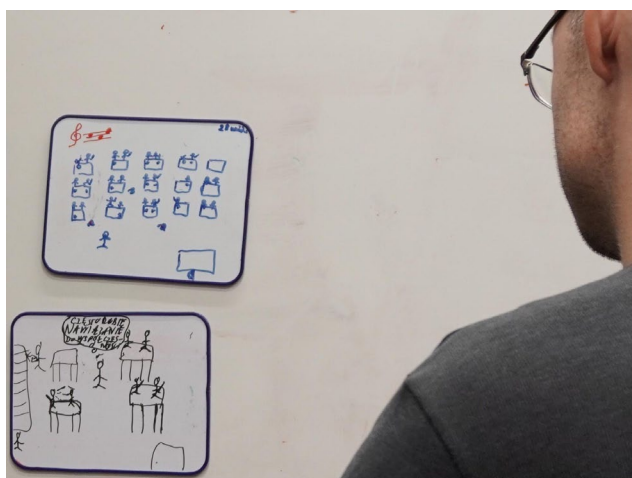


Photo: PAFF and UW School of Education

### GOOD PRACTICE – Sendzimir Foundation

Participants of an event organized by the Sendzimir Foundation needed notepads. Those organizing the event decided to forgo ordering notepads and use the resources they already had, thus fulfilling the last point of the checklist above. Unneeded notebooks and notepads from employees' home resources and from already completed projects were taken to the event. An element of the event was the ornamenting and decorating of the notebooks, accompanied by an explanation of why they were used for the event in this way. The initiative was well received by the event's participants.

# Cooperation



It is worthwhile cooperating with various institutions, not only in the implementation of our projects, but also in environmental activities. By coming up with such an initiative, we can gain valuable partners for the future while taking care of the environment. To decide on a profile of activities, you should first conduct an analysis of your institution and local community. It will help identify needs and opportunities for cooperation.



## Co-sharing

Sometimes we have equipment in our inventory that is not used on a daily basis. This could be a roll-out chair, multimedia equipment, a pin machine, a drill, or even a specific room. We can share each other's resources with specific institutions with which we establish cooperation. Another option is to post information on your site about the possibility of sharing your resources with other organizations, companies, or institutions. It is possible that there is already a local search engine for such services (e.g. [Spółdzielnia Kultury](#)), where we can post this type of announcement and benefit from existing offers.

## Re-use

What is waste for some may be a valuable resource for others to use. A couple of examples have already been discussed in earlier chapters: the left food after an event can go to those in need, and the paper from the shredder will be used somewhere else to fill packages. Another typical waste is one-sided printed pieces of paper, which are perfect for the artistic creations of children in kindergarten. One of the easiest ways to find takers for our "waste" is through internal advertisements. Social media can also come to the rescue. It is worth looking around our neighborhood – there may be an institution in the area that we can directly address.

### **GOOD PRACTICE – The Association for Creative Initiatives "ę"**

The Association for Creative Initiatives "ę" uses Facebook groups (such as: [Warszawa oddam za darmo/wymienię](#); [Oddam za darmo Piaseczno i okolice](#); [Śmieciara oddam / poszukuję Ursus i Włochy](#)), to donate unused items from the office and exchange them for large packages of coffee or plants. Thanks to this solution, things get a new life and the office acquires a valuable resource for itself. Many localities in Poland have their own so-called garbage truck groups, it's worth looking for them on Facebook or looking at a map of official initiative groups „Uwaga, śmieciarka jedzie” (“Attention, the garbage truck is coming”).



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Access to online resources: November 2022.

The „Code of Good Practice for Climate and the Environment” was created as part of the Strategy for Educational Environmental Activities funded by the Polish-American Freedom Foundation. The project is implemented by the Center for Citizenship Education under the „Learning School” program.



POLISH-AMERICAN  
FREEDOM FOUNDATION



CENTER  
FOR CITIZENSHIP  
EDUCATION



LEARNING  
SCHOOLS  
PROGRAM

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### Publisher:

Center for Citizenship Education  
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ul. Noakowskiego 10, 00-666 Warszawa  
[www.ceo.org.pl](http://www.ceo.org.pl)

2nd Edition, Warsaw 2023

ISBN: 978-83-67226-44-8

ISBN 978-83-67226-44-8



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