



# ENVIRONMENTAL AND CARBON FOOTPRINT POLICY

2026

RESPONSIBLE OPERATIONS | LOWER IMPACT | COMMUNITY RESILIENCE

NON-PROFIT ORGANISATION | KAMPALA, UGANDA

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## 1. Purpose

NAMBI FOUNDATION is a non-profit organisation committed to protecting human dignity while carrying out its work in a way that also respects the natural environment on which communities depend.

This Policy establishes the environmental standards that guide our programmes, office operations, travel, procurement, partnerships and use of resources. It also sets out our approach to measuring and reducing the greenhouse gas emissions associated with our activities.

Our objective is practical environmental responsibility. We seek to prevent avoidable environmental harm, use resources carefully, reduce pollution and waste, understand our carbon footprint and improve our environmental performance over time without compromising the safety or essential needs of the people and communities we serve.

## 2. Scope

This Policy applies to NAMBI FOUNDATION management, employees, volunteers, interns, consultants, contractors and other people acting on behalf of the Foundation.

Its principles also apply, where relevant and proportionate, to projects implemented with partner organisations, suppliers and service providers.

Environmental requirements should be adapted to the nature, location and scale of each activity. Emergency or humanitarian circumstances may require flexibility, but urgent delivery does not remove the responsibility to avoid unnecessary environmental harm.

## 3. Environmental Commitment

NAMBI FOUNDATION recognises that environmental degradation and climate-related pressures can affect health, livelihoods, food security, water availability, displacement, infrastructure and the resilience of communities.

We also recognise that our own activities use energy, fuel, water, materials and transport and can therefore create environmental impacts.

We commit to identifying these impacts, managing material risks and making reasonable improvements that are compatible with our mission, financial capacity and operating environment.

## 4. Guiding Principles

Our environmental approach is based on the following principles:

### **Prevention before repair**

Where reasonably possible, we seek to avoid environmental harm before it occurs rather than relying only on corrective action afterwards.

### **Proportionality**

Environmental controls should reflect the scale and seriousness of the risk. Small activities should not be burdened by unnecessary procedures, while higher-risk activities require stronger assessment and oversight.

### **Responsible use of resources**

Water, fuel, electricity, materials, equipment and other resources should be used efficiently and for their intended purpose.

**Local relevance**

Environmental decisions should take account of local conditions, community priorities, infrastructure, available services and the practical realities of operating in Uganda.

**Evidence and improvement**

Where possible, decisions should be based on available data and experience. Environmental performance should improve as better information, technology and resources become available.

**Do no unnecessary harm**

Programme benefits should not be achieved by creating avoidable environmental damage for the same communities we aim to support.

## 5. Key Definitions

Environment means the natural and built surroundings in which people, animals and plants live and in which NAMBI FOUNDATION carries out its activities.

Environmental impact means a positive or negative change to the environment resulting wholly or partly from an activity, programme, service, purchase or operational decision.

Environmental degradation means deterioration of land, water, air, ecosystems, biodiversity or other natural resources through pollution, depletion, damage or unsustainable use.

Climate change means long-term changes in climate conditions, including changes influenced by greenhouse gas emissions from human activity.

Greenhouse gases are gases that contribute to warming of the atmosphere. For organisational reporting, different greenhouse gases may be expressed as carbon dioxide equivalent, or CO<sub>2</sub>e.

Carbon footprint means the estimated greenhouse gas emissions caused directly and indirectly by NAMBI FOUNDATION activities, normally expressed in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e).

## 6. Environmental Governance and Legal Compliance

NAMBI FOUNDATION will seek to conduct its activities in accordance with applicable environmental laws, regulations, permits and official requirements in Uganda and in any other jurisdiction where a Foundation activity takes place.

Where a donor, partner or contract requires a higher environmental standard than the minimum legal requirement, the Foundation should consider and apply that standard where it is relevant and feasible.

Environmental responsibilities should be integrated into normal management rather than treated as a separate activity disconnected from programme delivery.

## 7. Environmental Risk Screening

Environmental considerations should be included during the planning of projects and significant activities.

Depending on the nature of the activity, teams should consider questions such as:

- Could the activity affect water quality, soil, vegetation, wildlife or local ecosystems?
- Will the activity generate significant waste, wastewater, emissions or noise?
- Will fuel, chemicals, medical products, batteries or other potentially hazardous materials be used?
- Could construction, agriculture, transport or procurement create avoidable environmental damage?
- Could the activity increase pressure on scarce water, energy, land or natural resources?

- Are there environmental risks to nearby households or communities?
- Are permits, licences or environmental assessments required?
- Can the same objective be achieved through a lower-impact alternative?

Significant environmental risks should be recorded and assigned appropriate mitigation measures before implementation where reasonably possible.

## **8. Climate Change and Community Resilience**

NAMBI FOUNDATION recognises that climate-related risks may affect vulnerable communities differently depending on income, health, location, livelihood and access to services.

Where relevant to the programme, project planning may consider climate resilience measures such as water conservation, soil protection, climate-resilient agriculture, shade and heat management, disaster preparedness, diversified livelihoods, appropriate infrastructure and responsible use of natural resources.

Environmental and climate considerations should support community resilience rather than impose solutions that are poorly suited to local conditions.

## **9. Carbon Footprint Management**

NAMBI FOUNDATION will progressively develop a system for understanding and reducing the greenhouse gas emissions associated with its operations.

The Foundation will not claim carbon neutrality, net-zero status or a specific emissions reduction unless the claim can be supported by reliable data, a defined methodology and transparent documentation.

Our carbon management approach follows four steps:

- measure material emissions where data can reasonably be obtained
- reduce avoidable emissions
- improve efficiency and choose lower-emission alternatives where practical; and
- address remaining emissions responsibly only after reasonable reduction measures have been considered.

## **10. Carbon Footprint Baseline**

NAMBI FOUNDATION will work toward establishing an organisational carbon footprint baseline using a full calendar year for which sufficiently reliable activity data are available.

The baseline should be based on actual records where possible, including fuel receipts, electricity bills, travel records and procurement information.

Where exact data are not available, reasonable estimates may be used if the assumptions are documented.

Once a baseline is established, management may approve measurable reduction targets and review them periodically.

## **11. Carbon Accounting Boundaries**

For internal carbon accounting, NAMBI FOUNDATION may organise emissions into the following categories:

**Direct emissions**

These include emissions from fuel used in vehicles, generators or equipment owned or directly controlled by the Foundation.

**Purchased energy emissions**

These include emissions associated with electricity or other purchased energy used in Foundation offices, facilities or operations.

**Indirect value-chain emissions**

Where material and reasonably measurable, these may include business flights, hired vehicles, taxis, freight, accommodation, purchased goods and services, waste, water, outsourced activities and other emissions connected with Foundation operations.

- The Foundation may expand the number of categories it measures as data quality improves.

## 12. Carbon Footprint Data and Reporting

At minimum, the Foundation should seek to maintain records that can support future carbon calculations in the following areas:

- litres of petrol and diesel purchased for vehicles and generators
- electricity consumption where bills or meter data are available
- business flights, including origin and destination
- significant road travel using hired or reimbursed vehicles
- major freight or delivery activity where relevant
- quantities of significant waste streams where reliable information is available; and
- other material sources identified through environmental review.

Where a formal carbon inventory is prepared, the report should state the reporting period, methodology, emission factors used, categories included, significant exclusions and total estimated emissions in tCO<sub>2</sub>e.

## 13. Carbon Reduction Hierarchy

NAMBI FOUNDATION will prioritise emission reductions in the following order:

- First, avoid unnecessary activity that creates emissions without sufficient programme or operational value.
- Second, reduce the emissions intensity of necessary activities through efficiency, planning and better technology.
- Third, substitute lower-emission options where these are safe, practical and financially reasonable.
- Only after these steps should the Foundation consider credible carbon offsetting or similar mechanisms for residual emissions.
- Offsets must not be used as a reason to avoid feasible reductions.

## 14. Travel and Meetings

Travel should be planned with regard to programme value, cost, safety and environmental impact.

Where an in-person meeting is not necessary, staff are encouraged to use reliable remote communication tools.

Where travel is required, teams should combine meetings and activities where practical to reduce repeated journeys.

Air travel should be used when it provides a clear operational benefit or when reasonable alternatives are not suitable because of time, safety, distance or programme requirements.

Travel decisions must never compromise staff security, safeguarding or urgent humanitarian needs solely for the purpose of reducing emissions.

## **15. Vehicles, Fuel and Fleet Management**

Vehicles should be selected and used according to operational need, road conditions, passenger safety and fuel efficiency.

Where practical, NAMBI FOUNDATION should:

- plan routes to reduce unnecessary mileage
- avoid unnecessary idling
- maintain vehicles according to manufacturer recommendations
- monitor fuel consumption for Foundation-controlled vehicles
- use appropriately sized vehicles for the task
- combine deliveries and field visits where practical; and
- consider lower-emission vehicles or technologies when they are reliable, serviceable and suitable for local conditions.

Larger or higher-consumption vehicles may be necessary for difficult terrain, emergency response, patient transport or safety reasons. Vehicle choice should therefore be based on actual operational requirements rather than a single environmental criterion.

## **16. Energy and Buildings**

NAMBI FOUNDATION will seek to reduce unnecessary energy use in offices and other facilities.

Practical measures may include:

- switching off lights and equipment when not required
- using energy-efficient lighting and devices when replacing equipment
- maintaining air-conditioning equipment and using reasonable temperature settings
- making use of natural light and ventilation where practical
- selecting energy-efficient equipment during procurement; and
- considering renewable energy, including solar systems, where technically and financially appropriate.

Energy-saving measures should maintain safe and healthy working conditions.

## **17. Water Stewardship**

Water should be used carefully, particularly where communities face limited or unreliable water access.

NAMBI FOUNDATION should seek to:

- identify and repair leaks where it controls the premises
- avoid unnecessary water use
- use water-efficient fixtures where practical
- plan agricultural and landscaping activities with regard to local water availability
- avoid contamination of water sources; and
- include water considerations in projects that may significantly increase consumption.

Access to safe water for people, health services and essential programme activities takes priority over purely cosmetic water savings.

## **18. Waste, Plastics and Materials**

NAMBI FOUNDATION applies a practical hierarchy of reducing waste first, reusing materials where safe and appropriate, and recycling where suitable systems exist.

The Foundation should seek to reduce unnecessary single-use items and excessive packaging where safe alternatives are available.

Paper use should be reduced through electronic workflows where practical, while recognising that printed materials may remain necessary for accessibility, community communication, legal documentation or programme delivery.

Waste should be stored and disposed of in a way that reduces risks to people, animals, water and the surrounding environment.

Open burning of waste should be avoided where reasonable alternatives exist and where local conditions allow safe collection or disposal.

## **19. Procurement and Suppliers**

Environmental considerations should form part of procurement when they are relevant to the purchase and do not undermine value for money, safety, quality or programme delivery.

Purchasing decisions may consider:

- durability and expected life of products
- energy and fuel efficiency
- repairability and availability of spare parts
- quantity of packaging
- opportunities for reuse or recycling
- local sourcing where appropriate
- responsible handling of chemicals and hazardous materials; and
- environmental practices of significant suppliers.

Local procurement may reduce transport requirements and support local economies, but local sourcing should still meet appropriate quality, safeguarding, financial and environmental standards.

## **20. Environmental Standards in Programmes**

Programme teams should integrate environmental considerations into project design where environmental impacts are material.

Measures may include responsible site selection, appropriate waste management, protection of water sources, reduced use of hazardous materials, sustainable procurement, energy efficiency, erosion control and restoration of sites following temporary activities.

Programmes should seek positive environmental outcomes where these align naturally with programme objectives rather than adding activities only for appearance or reporting purposes.

## **21. Agriculture, Land and Biodiversity**

Where NAMBI FOUNDATION supports agricultural, livelihood or land-based activities, projects should consider soil health, water use, biodiversity, pesticide and fertiliser management, erosion, land tenure and long-term productivity.

Agricultural activities should avoid unnecessary destruction of natural habitats and should use locally appropriate methods that support productivity without creating avoidable environmental damage.

Where pesticides, fertilisers or veterinary products are used, storage, application and disposal should follow applicable requirements and responsible safety practices.

Project teams should consider native or locally suitable plant species where appropriate and avoid introducing species that could create ecological or agricultural harm.

## **22. Health, Humanitarian and Hazardous Waste**

Medical, pharmaceutical, chemical, electronic, battery and other hazardous wastes require particular care because incorrect disposal may harm people and the environment.

Where NAMBI FOUNDATION directly handles such materials, the responsible team should use suitable storage, segregation, transport and disposal arrangements and follow applicable health, safety and environmental requirements.

Where healthcare partners manage clinical waste, NAMBI FOUNDATION should seek reasonable assurance that waste generated through Foundation-supported activities is handled through an appropriate system.

Expired medicines, sharps, contaminated materials and chemicals must not be placed in ordinary community waste when specialised handling is required.

## **23. Electronic Equipment and E-Waste**

Computers, phones, batteries, chargers and other electronic equipment should be maintained and used for their reasonable service life where secure and practical.

Before disposal, the Foundation should consider repair, reassignment or responsible recycling, while ensuring that confidential data are securely removed.

Electronic waste and batteries should not be discarded in ways that could contaminate soil or water when safer disposal or recovery options are reasonably available.

## **24. Events, Printing and Communications**

Events organised by NAMBI FOUNDATION should avoid unnecessary material consumption where this can be achieved without reducing accessibility or participant wellbeing.

Teams may consider reusable event materials, appropriate quantities of printed materials, refillable water options where safe, efficient transport planning and responsible waste collection.

Communications should not make environmental claims that are exaggerated, misleading or unsupported by evidence.

## **25. Partners, Communities and Environmental Responsibility**

NAMBI FOUNDATION values local knowledge when assessing environmental risks and solutions.

Where relevant, programme participants, community representatives and partners should be invited to raise environmental concerns connected with Foundation activities.

Partners may be asked to follow environmental requirements proportionate to their role, particularly where they manage construction, agriculture, transport, waste, fuel, chemicals or other activities capable of creating significant environmental impact.

The Foundation may support partners in improving environmental practices where practical and relevant to the partnership.

## **26. Staff Responsibilities and Environmental Culture**

Everyone representing NAMBI FOUNDATION should use resources responsibly and follow environmental procedures relevant to their work.

Managers are responsible for considering environmental impacts within their areas of responsibility and for ensuring that significant issues are addressed at the appropriate level.

Staff should feel able to identify inefficient or environmentally harmful practices and suggest practical improvements.

Environmental awareness may be included in induction, project training, procurement guidance, fleet management and other operational procedures where relevant.

## **27. Monitoring, Indicators and Continuous Improvement**

NAMBI FOUNDATION will develop environmental monitoring that is proportionate to the size and complexity of its operations.

Possible indicators include:

- annual fuel use
- electricity consumption
- estimated organisational carbon footprint
- number or distance of business flights
- vehicle fuel efficiency
- volume of selected waste streams
- paper consumption
- water consumption where measurable
- percentage of relevant projects completing environmental risk screening; and
- implementation status of agreed environmental improvement actions.

Not every indicator will be appropriate for every location or year. Management should prioritise data that are reliable, useful and capable of informing decisions.

## **28. Carbon Footprint Targets and Improvement Plan**

After an initial carbon baseline has been established, NAMBI FOUNDATION should prepare a realistic improvement plan identifying the largest controllable sources of emissions.

The plan may include annual or multi-year targets for fuel efficiency, energy use, travel, renewable

energy, procurement or other material sources.

Targets should be specific enough to measure but flexible enough to reflect organisational growth, emergency responses and changes in programme volume.

Where the Foundation expands substantially, absolute emissions may increase even while efficiency improves. For that reason, management may monitor both total emissions and suitable intensity measures, such as emissions per employee, per programme expenditure or per operational unit, where such measures are meaningful.

## **29. Carbon Offsetting and Environmental Claims**

NAMBI FOUNDATION may consider high-quality carbon credits or other credible climate contributions for emissions that cannot reasonably be avoided or reduced.

Any such action should be transparent about what is being compensated, the period covered and the method used.

The Foundation should avoid using terms such as carbon neutral, climate positive or net zero unless the underlying calculation, reduction pathway and treatment of residual emissions are documented and capable of being independently explained.

Environmental communication should reflect actual performance rather than aspirational language alone.

## **30. Environmental Incidents**

Environmental incidents may include fuel spills, chemical leaks, improper waste disposal, contamination of water or soil, significant damage to vegetation or other events capable of causing material environmental harm.

Serious incidents should be reported promptly to the appropriate manager.

The response should prioritise immediate safety, containment of further harm, compliance with applicable reporting requirements, clean-up where feasible and identification of corrective measures.

Lessons from significant incidents should be incorporated into future planning.

## **31. Emergency and Humanitarian Contexts**

During emergencies, NAMBI FOUNDATION may need to act quickly to protect life and wellbeing.

Environmental procedures should therefore be applied with appropriate judgement and should not delay urgent life-saving assistance when no reasonable alternative exists.

Even in emergency settings, teams should seek to prevent avoidable pollution, unmanaged waste, unnecessary fuel use, unsafe disposal of hazardous materials and damage to essential community resources such as water sources.

Temporary emergency measures should be reviewed once conditions stabilise.

## **32. Roles and Responsibilities**

The Board or governing body provides oversight of significant organisational environmental risks where these may materially affect NAMBI FOUNDATION.

The Director is responsible for promoting implementation of this Policy, assigning responsibilities and

ensuring that significant environmental issues receive appropriate management attention.

Managers and programme leads are responsible for integrating relevant environmental considerations into planning, procurement, travel, programme delivery and monitoring within their areas of responsibility.

Personnel responsible for finance, procurement, logistics, fleet, facilities or project data should support the collection of information needed for environmental and carbon footprint monitoring where applicable.

All personnel are responsible for following relevant environmental requirements and using Foundation resources responsibly.

### **33. Review of the Policy**

This Policy should be reviewed periodically and may be updated when there are significant changes in NAMBI FOUNDATION activities, environmental risks, legal requirements, available technology or carbon accounting practices.

A review should also be considered after a major environmental incident or when monitoring identifies a significant weakness in existing controls.

### **34. Final Commitment**

NAMBI FOUNDATION recognises that environmental responsibility and human wellbeing are closely connected.

Our environmental approach is therefore based on practical action: understanding the impacts of our work, avoiding unnecessary harm, using resources carefully, reducing waste and emissions, supporting resilient communities and improving our performance as reliable information becomes available.

We will pursue these commitments in a way that remains consistent with our primary purpose as a non-profit organisation serving people and communities. Environmental responsibility should strengthen our mission and the sustainability of our work, not become a barrier to urgent and necessary assistance.