




# SPC Social and Environmental Responsibility Policy

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## 1. PURPOSE

This *Social and Environmental Responsibility Policy* (SER Policy) provides a framework, including guiding principles, for SPC to ethically and sustainably manage social and environmental risks and impacts of all its activities. This will be done in an inclusive manner, so as to maximise whole-of-society benefits. The intent of this policy is to help SPC:

- to promote and drive continuous improvement of SPC's social and environmental performance by:
  - identifying, assessing and managing social and environmental risks, impacts or opportunities in all SPC activities and projects;
  - improving existing practices in the implementation of other relevant SPC policies.
- to strengthen the involvement of staff and stakeholders' in defining and implementing social and environmental performance standards; and
- to meet the International Finance Corporation's Environmental and Social Performance Standards.

This policy will be implemented through an SER action plan and integrated coherently with all other relevant SPC policies, including its human resources, financial, and monitoring and evaluation policies.

## 2. SCOPE

This policy applies to:

- SPC staff, whether full-time, part-time or casual;
- non-staff personnel, including SPC contractors, students and interns; and
- all SPC activities, whether corporate, programmes or projects.

## 3. DEFINITIONS

**Environmental responsibility** is about ensuring a rational use and management of natural resources and ecosystems, to prevent or, where not possible, to minimise damage to the environment and address climate change, so as to ensure these resources will be available for future generations.

**Social responsibility** is about assessing and addressing the effects of our operations on our employees, partners, communities, and other stakeholders, through inclusive, transparent, accountable and ethical behaviour, in full respect for the rule of law and international norms of behaviour and human rights.

**Social inclusion** is the process of improving the terms of participation in society (including for the disadvantaged) through enhancing opportunities, facilitating better access to resources, giving people more voice, and respecting human rights.

**Risk categorisation:** a methodological approach to identifying, at the project concept phase, social and environmental risks arising from activities, programmes and projects. These risks can be negative impacts on communities and people's rights, livelihoods and well-being, as well as on their physical, natural or cultural environment. Based on their magnitude or significance, identified risks are then ranked as low, medium, high, or extreme. Risk categorisation is done at the project concept phase.

#### 4. RESPONSIBILITIES

All SPC staff and non-staff personnel are expected to:

- be aware of this policy; and
- consider how it affects their day-to-day work

**Executive** is responsible for championing social and environmental responsibility and implementation of the policy by directors and staff.

**Directors** are responsible for:

- raising awareness of this policy and the need for SPC to act socially and environmentally responsibly; and
- ensuring the policy is implemented by their staff in all aspects of their work, from project design and programming to implementation and monitoring, in accordance with the modalities, procedures and tools provided in the SER action plan; and
- designating and supporting their SER focal point.

All **managers** are responsible for:

- raising awareness of this policy and the need for SPC to act socially and environmentally responsibly; and
- ensuring that the policy is implemented by their staff in all aspects of their work in accordance with the modalities, procedures and tools provided for in the SER action plan.

**SER focal points** will:

- form and participate in the SER practice group;
- act as a liaison between their division or programme and the practice group;
- participate in training in SER policy, implementation monitoring and communication; and
- guide their divisions and programmes in SER practice.

**SER practice group** will:

- exchange information, build capacity and cooperate in the implementation of this policy, as required; and
- liaise with RRRT, the Social Development Programme, the Gender Mainstreaming Committee and the Climate Change and Environmental Sustainability programme to mainstream SER at SPC in a holistic and systematic manner.

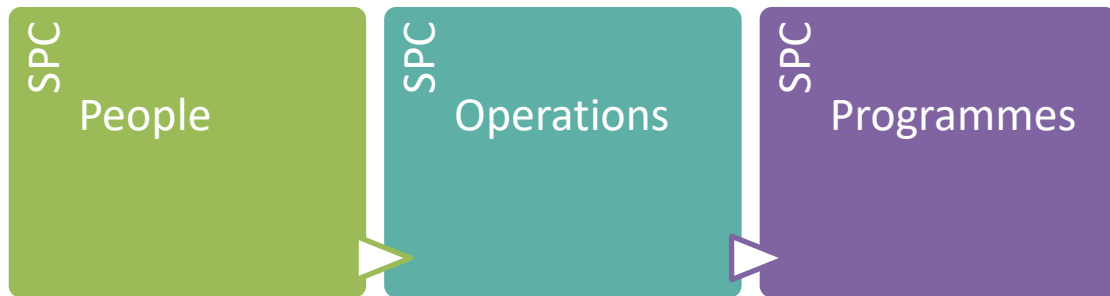
The **Climate Change and Environmental Sustainability programme** will coordinate the implementation of the policy and the action plan, including:

- train all SPC staff in the utilisation of the SER policy;
- support and provide advice to divisions and programmes about this policy;
- coordinate and provide secretariat support to the SER practice group and ensure its effective action and cooperation;
- monitor and evaluate the policy implementation outcomes, and report on the policy results in collaboration with the network of monitoring and evaluation officers across SPC; and
- prepare an annual greenhouse gas inventory and a report of environmental and social good

practices.

## 5. GUIDING PRINCIPLES

SPC is committed to improving its social and environmental responsibility along three pillars: people, operations and programmes.



### a) People

SPC is committed to providing its staff with a workplace that promotes diversity and inclusion, guarantees equal rights, and provides for a safe, healthy and dynamic working environment. SPC is committed to the prevention of abuse and to the well-being of members, children, vulnerable adults and their families. To these ends, SPC commits to ensuring its human resources and related policies and procedures support the following outcomes:

- diversity, social inclusion, gender equality are addressed and strengthened in the workplace;
- staff are aware, sensitised and encouraged to contribute to a respectful, cooperative and professionally conducive work environment; and
- staff lead initiatives and champion good practices and innovation that strengthen SPC's role as an ethical, socially responsible and environmentally sustainable organisation.

### b) Operations

SPC is committed to being a responsible organisation in the fight against climate change and biodiversity loss and in the protection of the environment. SPC will endeavour to reduce its own environmental and carbon footprint with the ultimate goal of achieving carbon neutrality and zero waste. To this end, SPC will implement a robust in-house climate and environmental responsibility framework, and ensure that relevant policies are adapted to reflect this approach, including the greening of its procurement and travel policies.

By taking this approach SPC aims to achieve the following outcomes:

- a consistent reduction pathway in its annual greenhouse gas emissions to achieve the lowest possible carbon footprint by 2020 as compared to the 2015 emission level; and
- a consistent reduction pathway in its ecological footprint through improved energy efficiency, reduction in travel and water use, and improved waste management practices by 2020 as compared to 2015 levels.

In taking action to consistently reduce its environmental and carbon footprints, SPC is committed to applying:

- a progression principle, according to which, SPC must continually strive to improve beyond its current targets;
- the mitigation hierarchy, according to which adverse environmental consequences of SPC

operations should be avoided and, where that is not possible, be minimised and, where that is not possible, be compensated (offsetting).

### **c) Programmes**

SPC is committed to supporting programmes and projects to deliver activities that maximise social benefits and minimize environmental degradation. SPC aims to prevent or, where not possible, mitigate any:

- significant or unjustified impacts on the environment, or
- negative social impacts, such as those that affect gender equality or human rights.

To this end, SPC will develop a robust environmental and social management system (ESMS) to screen and appraise its activities through a dynamic and continuous process supported by management. The ESMS will include appropriate tools, methodologies and guidelines that will apply in a consistent and supportive manner with SPC's integrated programmatic approach.

SPC is committed to achieving the following outcomes:

- All activities, programmes and projects are subject to a risk categorisation exercise through a screening process, which is operationalised through the SER action plan.
- Where risks are identified in the light of the SER screening process, activities, programmes and projects are assessed for the magnitude of potential social and environmental risks.
- Against these risks and potential impacts, social and environmental mitigation measures are proposed and included in the formulation of the project and its activities, and monitored throughout the life of the project.
- Staff are trained in the identification and assessment of social and environmental risks and impacts, as well as in the implementation of mitigation measures.
- Openness and transparency are maintained with affected communities or stakeholders who are engaged in the identification of risks and impacts and who can express their concerns through a grievance mechanism.

## **6. REPORTING**

SPC is committed to transparency and accountability in its operations and activities. SPC will report annually on the results achieved by this policy through the SPC results report.

## **7. DISCLOSURE OF SOCIAL AND ENVIRONMENTAL REPORTS**

SPC also recognises the right of people to seek, receive, and impart information about SPC's activities that have the potential to affect their livelihoods. As part of the SER screening process, SPC will determine whether a report needs to be undertaken of the SER risks for a project. Where SPC commissions such a report, and where not restricted by its partners or development partners' confidentiality requirements, SPC will:

- publish the relevant report on SPC's website,
- ensure that copies of the reports are available in a convenient location for affected peoples, and

- provide it to the development partner in line with their requirements under any funding agreement.

In the case of projects that are considered to be medium risk for environmental or social impact, SPC will make the report publicly available at least 30 days before SPC or any relevant development partner makes a decision that may have an impact.

## **8. GRIEVANCE**

SPC is committed to receiving any concerns or grievances from an affected community, about the environmental and social plans or performance of any SPC project.

Affected communities may raise their concerns by lodging a complaint through SPC's website.

SPC will receive and acknowledge the complaint, and may conduct further inquiries. The grievance will be considered and recommendations made to senior management about a potential action plan or redress mechanism.

## **9. IMPLEMENTATION**

As a driver of continuous improvement, the steps required to implement this policy and improve SPC's performance will evolve and strengthen over time. This SER policy shall be reviewed to fully reflect the policy objectives of SPC's next strategic plan.

This policy is implemented through an action plan. This action plan will be coordinated by the CCES programme and tracked by the SER practice group. The SER action plan will be reviewed simultaneously with the SER policy.