

## DO



Use water, energy, and resources responsibly and efficiently

Switch off lights, electronic devices, and generators when not needed

Reduce paper use by working digitally whenever possible

Reuse materials and recycle

Separate waste and dispose of it safely, including hazardous materials.

Purchase local, durable, and environmentally friendly products whenever possible

Reduce non-essential travel by prioritizing online meetings when appropriate

Plan trips efficiently and share transport when possible

Protect soil, water, biodiversity, and natural resources in all activities

Consult and involve local communities in managing natural resources

Identify environmental and climate risks at the design phase of all projects

Conduct environmental and climate risk assessments before starting activities

Apply mitigation measures to reduce environmental harm in all activities

Promote sustainable and resilient practices in all programmes.

Report environmental risks, spills, or harmful practices immediately

Participate in environmental and climate-related trainings

Lead by example through responsible daily behaviors consistent with environmental stewardship

## DON'T



Do not waste water, electricity, fuel, or office supplies

Do not leave equipment running when it is not required

Do not rely on single-use plastics when alternatives exist

Do not burn waste or dispose of it in open areas or waterways

Do not mix recyclable or hazardous waste with general waste

Do not purchase items with excessive or unnecessary packaging

Do not travel unless there is a clear operational need

Do not carry out activities that damage soil, trees, or water bodies

Do not begin projects without considering environmental and climate risks

Do not ignore long-term environmental impacts of projects

Do not exclude communities from decisions

Do not treat environmental protection as optional or secondary

Do not ignore environmental policies or guidelines

Do not tolerate environmentally harmful practices by colleagues or partners



# ENVIRONMENTAL EVERYDAY GUIDELINES

Follow the organizational environmental policies and guidelines

Full details can be found in the Environmental Policy – Caritas Somalia (2026).