

## ETHICAL AND ENVIRONMENTAL POLICIES

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| Purpose                     | To ensure that ITF upholds and supports the highest standards of ethical and environmental conduct and only engages in activities that benefit the natural environment and the well-being of the Earth's ecosystems, people and wildlife. |
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## 1. POLICY STATEMENT

International Tree Foundation (ITF) is a membership-based civil society organisation and registered charitable company that brings together individuals, community groups, other civil society organisations, companies and governmental bodies who share our commitment to planting trees and protecting, conserving and restoring forests. ITF works with communities in Africa and the UK to carry out sustainable community forestry projects to enhance human and environmental well-being. ITF regards its ethical and environmental policies as a cornerstone of all its strategies and operations.

## 2. PURPOSE

The purpose of these policies is to ensure that ITF upholds and supports the highest standards of ethical and environmental conduct and only engages in activities that benefit the natural environment and the well-being of the Earth's ecosystems, people and wildlife.

## 3. SCOPE

ITF's ethical and environmental policies will apply to all Members, Trustees, staff and volunteers – and wherever practicable to partners, grantees, contractors, funders, investors and suppliers, when they are undertaking activity on behalf of the organisation.

## 4. ETHICS

4.1. ITF promotes and upholds ethical relationships between people, the natural environment and wildlife. We support activities that promote the equitable participation of men and women. We recognise the deep-seated gender-based discrimination faced by women and that gender equality is essential for the attainment of both environmental and social justice. We recognise the paramount role of Indigenous Peoples, forest dwellers, forest-dependent communities and smallholder farmers in protecting the natural environment. We seek at all times to only support activities that comply with international law on child labour (see Appendix D) and human rights and ensure the highest standards of animal welfare (see Appendix E).

4.2. ITF's ethics are based on explicit values of:

- Integrity
- Respect for all
- Fair and equitable treatment
- Local community rights to make their own decisions
- Consultation and participation
- Sharing, listening, dialogue and learning
- Partnership and collaboration

- Professionalism and competence
- Transparency and accountability

4.3. The objectives of our ethical policy are to:

4.3.1. Promote an ethical relationship between humanity and the natural environment and the other living creatures with whom we share this planet;

4.3.2. Put our values in practice through our behaviour and through the implementation of the programmes and projects that we develop and/or support.

## 5. ENVIRONMENTAL STEWARDSHIP

5.1. ITF's charitable object is to "promote the conservation, protection and improvement of the physical and natural environment". ITF recognises that this object is endangered by the present unsustainable consumption of finite and renewable natural resources, which in many parts of the world now far exceeds planetary capacity. The negative human impact on the Earth's ecosystems has been so great that scientists and geologists have declared that planet Earth has entered a new epoch – the Anthropocene.<sup>1</sup>

ITF will continue its longstanding advocacy for responsible economic approaches that are environmentally and socially sustainable; encourage mindful consumption; respect and promote the rights of nature, cultural and biological diversity, and the right to a sustainable livelihood.

ITF will continue to support local communities to protect, restore and care for their local environment and in particular the protection and growth of trees and forests to conserve biodiversity and habitats and provide sustainable livelihoods. We will focus on supporting community organisations to build their capacity to strengthen local food systems through the application of agroecology, agroforestry and analog forestry and secure their rights to food sovereignty.

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<sup>1</sup> The UN states: "*The Global Environmental Commons—the ecosystems, biomes and processes that regulate the stability and resilience of the Earth system—are being stretched to a breaking point...A radical transformation of key economic systems will be required in order to reduce our environmental footprint.*" (GEF-7 Programming and Policy Document, 2017).

A key marker of this new epoch is land-use change, where global forest cover continues to decline, largely driven by agricultural expansion. This is in turn a key driver of biodiversity loss at a rate not seen in the past 65 million years; with half of the planet's wildlife being lost in the past 40 years alone and 75% of the remaining species likely to become extinct within the next two centuries. Deforestation is a significant contributor to climate change; atmospheric CO<sub>2</sub> concentrations have increased at the fastest rate for 66 million years to a level that now exceeds 400 ppm.

ITF will actively seek to increase collaboration with other like-minded civil society organisations in order to increase our impact. We will further seek to increase opportunities for our grantees and partners to come together to share experiences and advocate for forest and people friendly policies at local, regional and national levels.

While ITF's programmes are all aimed at making a positive difference to the local, regional and global environment, we recognise and seek to minimise any negative impacts arising from our activities – such as transport (particularly air travel of staff and partners); energy and water use in the UK office, and the use of non-renewable resources and waste generation.

5.2. The objectives of our environmental policy are therefore to:

5.2.1. support grass roots community-led environmental action to protect, conserve and restore forests and forest landscapes, soils, biodiversity and the natural environment and to promote agroforestry and increase tree cover;

5.2.2. increase public awareness of the need for urgent action to protect our natural environment and to support people in becoming active environmental defenders and guardians;

5.2.3. adopt the highest environmental standards in all areas of our operations by reducing or removing environmentally damaging activities;

5.2.4. include environmental considerations in all investment decisions;

5.2.5. use renewable or recyclable materials and components wherever possible; minimise use of non-renewable energy and minimise waste and aim for 'waste-free' processes;

5.2.6. demonstrate good environmental responsibility to our members, beneficiaries, employees and partners and encourage third parties to work towards establishing similar standards.

5.3. ITF is supportive of a number of international declarations that seek to conserve biodiversity and natural resources, combat deforestation, desertification and anthropogenic climate change and promote sustainable rights-based development (see Appendix E).

## 6. DIVERSITY AND INCLUSION

6.1. ITF does not discriminate on the basis of gender, race, ethnic origin, sexual orientation, age, disability or belief. See ITF's Equal Opportunities Policy and Diversity Statement.

6.2. ITF will take positive action in accordance with the provisions of the Equality Act 2010 to strive to ensure that the composition of its Board and staff are representative of the wider population, and in particular with regard to gender, ethnic origin and disability.

6.3. ITF will seek to ensure that the voices and perspectives of the communities with whom we work are heard and reflected in our strategic and operational decision making.

## 7. ADVOCACY AND CAMPAIGNING

7.1. Any advocacy or campaigning work undertaken by ITF will be solely in accordance with the furtherance of its charitable objectives.

7.2. In particular ITF may raise public awareness of the need for urgent action when we become aware of threats to the natural environment around our projects or when our partners need support in protecting their local environment.

## 8. GRANT MAKING

8.1. As a foundation ITF makes grants to a range of community based and non-governmental organisations (CBOs and NGOs) in the UK and globally. ITF specialises in awarding grants to newly emerging grass roots organisations that are at the frontline of environmental conservation and restoration. ITF therefore accepts that there is a level of financial risk involved in this approach but that the need and the environmental and social benefits and returns far outweigh any losses.

8.2. ITF's activities as a grant making foundation are guided by the following principles:

- **Partnership:** ITF seeks to develop respectful, equitable and sustainable partnerships with grantees.
- **Accessibility:** ITF seeks to make its grants programmes and application processes accessible to both new and smaller organisations that may not have a lot of experience of applying for and securing funding.
- **Transparency:** ITF will be open about its grant assessment criteria and award processes. We will provide information about the sources of the funds for the programmes.
- **Capacity building:** ITF recognises the important role it plays in nurturing the growth of civil society. ITF actively supports grantees to build their organisational capacity. All our grants include an allocation of up to 20% of the total grant value for capacity building activities.
- **Self-evaluation and assessment:** ITF supports organisations to evaluate and assess the effectiveness and impact of their projects. We expect our partners to provide accurate and honest information about their progress and achievements and to be open about any challenges experienced. We will provide easy-to-use monitoring and evaluation tools.

- **Learning and sharing:** ITF seeks to maximise opportunities for our partner organisations to share their experiences and learn from each other and from good practice by other initiatives.

8.3. ITF has a duty to ensure that any funds disbursed, including on behalf of other donors, are used for the purpose intended. ITF will therefore only award grants to registered CBOs and NGOs. All prospective grantees are subject to a thorough application and screening process. ITF has a zero tolerance approach to fraud and corruption and will investigate and report all suspected cases of fraud and corruption to the relevant authorities and seek recovery of any funds that have been misused.

8.4. All ITF grantees are required to:

- satisfy ITF's due diligence requirements;
- demonstrate that they will be planting the right trees in the right place and have assessed any negative impacts of their tree planting plans;
- comply with ITF's ethical criteria in relation to child labour and animal welfare;
- ensure wherever relevant the inclusion of marginalised groups within their project proposals;
- demonstrate how the benefits of the proposed project will be shared with the local communities;
- source seeds, materials and other supplies in a responsible manner;
- avoid the use of GMOs, pesticides and other pollutants (ITF will work with our local partners to help them to adopt, or to sustain and enhance, agroecological practices);
- implement good waste management practices.

8.5. ITF will seek to partner and collaborate with other foundations and NGOs, including funding alliances, where there are opportunities to increase funding to community based organisations and projects that will increase our impact.

## 9. BANKING AND INVESTMENTS

9.1. ITF will seek to use the services of banks and other financial institutions that comply with ITF's ethical and environmental criteria.

9.2. ITF will wherever practicable avoid using the services of banks or other financial institutions that do not adhere to ITF's ethical and environmental criteria.

9.3. For savings and investments we will choose mutual societies and institutions that invest in socially and environmental responsible projects.

## 10. FUNDRAISING

10.1. Purpose

To ensure the availability of funds to deliver its charitable purpose, ITF actively engages in maintaining and growing a broad base of funding sources. We fundraise from external

organisations and individuals, whilst adopting set criteria to guide our fundraising activities. These include:

- Acceptance criteria defining the principles we observe for fundraising or donations;
- Avoidance criteria identifying the conditions under which we would not accept a donation, gift or other contribution with a financial benefit;
- Ethical fundraising procedures.

## 10.2. Principles

All fundraising will support ITF's mission and strategic objectives and be in keeping with its ethical values. All Trustees, staff and volunteers involved in fundraising or the acceptance of gifts and donations (including gifts in kind) must ensure that they:

- Adhere to this ethical fundraising policy;
- Adhere to ITF's Financial Procedures and any other relevant policies and procedures;
- Act with fairness, integrity and in accordance with all applicable laws and the provisions of applicable professional codes of ethics and standards of practice.

ITF complies with all relevant legislation governing fundraising activity. Under general principles of charity law, when deciding whether to accept any form of income or sponsorship, including donations in kind, ITF Trustees must demonstrate that they have acted in the best interests of the charity, and that association with any particular donor does not compromise ITF's ethical position, harm our reputation or put any future funding at risk. ITF will accordingly apply the following acceptance and avoidance criteria.

### 10.2.1. Acceptance criteria

ITF seeks first and foremost to invest in, procure from, solicit funds from, and enter into partnerships with organisations that share our mission and values. We will therefore seek to work with organisations that:

- sustain and restore the natural environment, and in particular forest and tree cover, water catchment function and soil fertility;
- promote sustainable use of natural resources;
- practice and/or promote agroecological, organic, plant based and environmentally sensitive agriculture, food production and consumption;
- invest in local communities via education, training, healthcare, water and waste management.

ITF accepts funds, donations and other forms of support such as volunteering or gifts in kind, from individuals, companies, and other organisations on the following conditions:

- There are strong grounds for believing the funds will directly benefit our membership, grantees and partners;
- If a gift or donation is offered for a specific purpose then it must be for a charitable purpose of ITF;
- Acceptance will not involve onerous obligations, the cost of which would outweigh the benefits;

- Acceptance is not likely to deter other investors or jeopardise existing and future relationships with other donors or fundraising sources;
- Acceptance will enhance and not harm the public's perception of ITF;
- It is feasible to apply the donation in a way that is consistent with the donor's wishes.

ITF accepts funds and donations with any reasonable obligations attached, for example, requirements of reporting back to donors on the public benefit achieved from the funding.

#### 10.2.2. Avoidance criteria

ITF will not instigate or accept donations or other forms of support where any of the following risk criteria apply:

- It has the potential to cause significant damage to the reputation of ITF or its relationships with its membership, its funders or other stakeholders;
- It derives from a source conflicting with ITF's mission and ethical values;
- If acceptance of a donation or sponsorship and any terms attached to it might lead to an undue and inappropriate third party influence, or impression of such influence, on the decisions or the independence of ITF;
- The source is known or suspected with credible evidence to derive from the proceeds of crime, illegal or unethical activity or violation of human rights;
- It has the potential to create unacceptable conflicts of interest.

In this respect ITF will not accept donations or support from individuals and organisations that are directly involved at a significant scale in the following activities that conflict with our core environmental purpose:

- deforestation and forest degradation
- environmental damage and loss of biodiversity
- fossil fuel extraction
- unsustainable use of natural resources including water
- activities that contribute significantly and irresponsibly to increasing GHG emissions and climate change
- manufacture and associated promotion of pesticides and genetically modified organisms (GMOs)
- abuse of land rights, human rights or labour rights including child labour (see Appendix C)
- industrial animal agriculture, testing on animals and animal cruelty (see Appendix D)
- lobbying against environmental regulations

ITF will further not accept donations from individuals and organisations that are directly involved in the following activities that conflict with our ethical values:

- arms manufacture
- tobacco production
- pornography

- marketing of junk food and drink to children
- corruption, fraud, tax evasion, money laundering and bribery.

ITF does not accept funds from political parties.

### 10.3 Affinity partnerships

ITF will only enter an affinity partnership or cause related marketing arrangement that promotes a particular product where the product concerned will contribute to the achievement of our ethical and environmental objectives.

ITF will not lend its name or grant permission to use its logo or brand in relation to any product that breaches any of the avoidance criteria specified in section 10.2.2.

### 10.4 Transparency

ITF will undertake to communicate this Ethical Fundraising Policy to all its stakeholders, and will undertake its fundraising activities in a transparent manner. All donors giving an annual sum of £5,000 or greater will be published on our website.

Donors sometimes wish to remain anonymous due to a desire not to exhibit their philanthropy publically, or for other reasons. In such cases ITF will seek to satisfy itself that the donation derives from ethical sources. Where a donor wishes to remain anonymous, the Chief Executive (subject to the approval limits for fundraising detailed in Appendix A) will review the potential donation and approve or decline it based on the principles detailed in this policy.

### 10.5 Procedures

ITF's fundraising procedures are detailed in Appendix A below.

## 11. SUSTAINABLE OPERATIONS

11.1. As an environmental organisation, it is important that ITF both serves its mission and takes a lead in maximising the positive and minimising the negative environmental impacts of its activities. ITF therefore seeks to practice what we preach in our day to day operations. ITF's policy on sustainable operations is detailed in Appendix B.

## 12. PROCUREMENT AND SUPPLY CHAIN

12.1. ITF will ensure wherever practicable that it procures materials and services only from suppliers who adhere to ITF's ethical and environmental criteria. ITF will seek alternative suppliers if we identify any activities included in the avoidance criteria. ITF will use sources such as Ethical Consumer to identify the most appropriate. Full details of our policy on procurement are contained in Appendix B below.

## 13. PROCEDURES

13.1. **Policy Implementation:** Day to day responsibility for promoting and implementing the Policy lies with the Chief Executive, or as he/she may delegate.

13.2. **Policy Administration:** The Finance and Facilities Manager will administer the Policy, reporting to the Chief Executive.

#### 14. COMPLIANCE, MONITORING, AND REPORTING

14.1. Compliance with this Ethical and Environmental Policy is essential for our success. The Board is responsible for ensuring that this Policy is communicated to, and understood and observed by, all within its scope.

14.2. The Board requires employees to bring to its attention, or that of senior management, any breach or suspected breach of this Policy. ITF has whistleblowing procedures which allow employees to report breaches of this Policy confidentially and anonymously. See ITF Whistleblowing Policy.

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## APPENDICES

Appendix A: Fundraising Procedures

Appendix B: Sustainable Operations Policy

Appendix C: Procurement and Supply Chain Policy

Appendix D: ILO Child labour principles

Appendix E: Animal Welfare

Appendix F: International Declarations Supported by ITF

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## APPENDIX A: FUNDRAISING PROCEDURES

The procedures which support our Ethical and Environmental Fundraising policy are as follows:

**Screening:** A standardised screening process will be used to assess potential donations, investments and partnerships where there are grounds to believe that one or more avoidance criteria may apply. A log will be kept of all decisions pertaining to the screening process and shared with the Board.

### **Approval Limits for Fundraising:**

- Donations and other income of between £1,000 and £25,000 require approval by the Chief Executive;
- Donations and other income in excess of £25,000 require approval by the Board of Trustees;
- Any anonymous donation in excess of £3,000 that cannot be traced must be referred to the Board of Trustees for consideration and possible refusal.

**Accountability:** All items fundraised for a defined specific purpose, and the corresponding subsequent expenditure, will be recorded separately within ITF's financial accounting system, and will be recorded as charitable activity and restricted funds in the annual financial statements.

**Gift Aid:** ITF is able to reclaim Gift Aid on any donation by an individual who has paid UK tax during the year to at least the value of the gift, and who in addition has made a declaration to ITF that this is the case. There must be an audit trail back from each donor to a written declaration or confirmation of a verbal declaration. Evidence of such declarations is maintained by the Finance Manager. Gift Aid is claimed in accordance with HMRC Gift Aid regulations.

**Communications and Confidentiality:** All those involved in fundraising for ITF have a responsibility to donors as well as the organisation and so will adhere to the following procedures:

- Donors and prospective donors are entitled to the following, and these will be given promptly upon request:
  - the most recent ITF financial statements;

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- a copy of these Ethical and Environmental Policies.
- The privacy of donors will be respected. Any donor records that are maintained by ITF will be kept confidential to the greatest extent possible, and donor data will be held in compliance with the Data Protection Act 1998. Donors have the right to see their own donor record, and to challenge its accuracy. Information collected by ITF is not for sale or to be given away or disclosed to any third party without consent.
- Donors and prospective donors will be treated with respect, and after initial contact ITF will honour any requests they make to:
  - limit the frequency of solicitations;
  - not be solicited by telephone or other technology;
  - limit the amount or frequency of printed or online material that they are sent.
- Any communications to the public in the course of fundraising activity will be truthful and open.

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## APPENDIX B: ITF SUSTAINABLE OPERATIONS POLICY

ITF is committed to reducing its reliance on finite/scarce resources and to minimise the environmental impact of its operations. ITF staff are currently located at two offices with our main office located within the Earthwatch office at 256 Banbury Road, Oxford OX2 7DE. An ITF staff member is also based at the offices of DECSY at Scotia Works, Leadmill Road, Sheffield S1 4SE. Within the limited scope of our lease agreements we will seek to exert a positive influence on our office related environmental impacts.

ITF will work to achieve the following standards:

**Climate change and carbon management:** As part of our efforts to maximise our impact as a carbon positive organisation ITF will actively seek to reduce the Greenhouse Gas (GHG) emissions associated with our operations. ITF will consider introducing a scheme to measure the carbon emissions arising from our operations and compare this against the carbon sequestration from our tree planting activities.

ITF does not offer or subscribe to a formal carbon offsetting programme, as we believe emission reductions should be the primary goal for organisations and individuals in their efforts to decarbonise their activities and behaviours. Additionally, we cannot irrefutably prove that the initiatives 'lock in' the carbon or the amounts of sequestered carbon claimed. We are however happy to provide estimates of carbon sequestration to organisations who invest in one of our tree planting programmes.

Protecting, planting and growing trees is one of ITF's core activities, which has a positive impact on the amount of greenhouse gases in the atmosphere. Trees counteract carbon emissions in two particular ways:

- By sequestering carbon dioxide as part of the process of photosynthesis, trees convert carbon dioxide into stored carbon, at an average estimated rate of 4 kg of carbon per tree per annum.
- By moderating the local climate, keeping it cool in summer and warmer in winter, trees can also save as much as 10% of annual energy consumption around buildings.

In the five year period from 2012 to 2016 ITF was responsible for growing 2,358,675 trees storing an estimated 22,800 tonnes of carbon.

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**Transport and travel:** ITF encourages the use of public and zero or low carbon transport by staff, Trustees and visitors wherever practicable, including walking and cycling for short journeys. To encourage healthy travel to and from work ITF is a member of the Cyclescheme - <https://www.cyclescheme.co.uk/> - which offers staff the opportunity to lease a bike from ITF at reduced cost and pay in instalments through a salary sacrifice scheme.

ITF will ensure that international travel is only undertaken for essential visits to grantees, partners and donors and to participate in events and conference that are closely aligned to its strategic objectives. The frequency of visits will be balanced with the need to ensure effective monitoring and evaluation of the funds we disburse and projects we support. Every grantee supported by ITF should be visited at least once every three years, but in some cases visits can be carried out by local ITF resource people. Regular communication will be undertaken via email, telephone, and Skype.

When booking hotels preference should be given to those complying with international sustainability standards that minimise environmental impacts, or to modest establishments operated by local community members.

**Energy:** ITF will work to reduce energy consumption and wherever practicable use energy from renewable resources. We will seek to reduce and minimise energy use from website, data and email server hosting and from storage, downloading, streaming and/or online reading for digital communications.

**Electrical Equipment:** Staff and volunteers should ensure that equipment such as monitors, docking stations and computers that are not required to be left on for ICT purposes are powered down when not in use, particularly overnight and at weekends. Phone and other battery chargers should be unplugged as soon as charging is complete.

**Water:** Water use should be minimised. Ecological or low-solvent cleaning products should be used. The majority of ITF projects protect and restore watersheds. Tree cover has an enormous impact on a given watershed's water retention and filtration capacity, ensuring sufficient access to clean water. Projects that specifically target tree planting for watershed restoration can have a major impact on revitalizing lost springs and providing water to communities downstream. We also encourage our partners to use water saving features, such as rainwater harvesting and drip irrigation schemes.

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**Food and drink:** ITF will seek to use organic, locally sourced and/or Fairtrade and vegan/vegetarian catering for all events.

**Merchandise:** ITF will wherever practicable procure clothing items that are made from organic materials and are certified Fairtrade. Other items such as pens, pencils and mugs should be made from sustainable sourced materials. Printed materials should wherever practicable use vegetable or low-solvent inks.

**Plastics:** ITF will seek to minimise its use of plastic and that of our grantees. We will specifically investigate and encourage alternatives to the use of poly bags for storing and transporting seedlings.

**Packaging:** ITF will actively avoid undue and unnecessary packaging wherever practicable and use recycled and recyclable materials wherever appropriate. All staff and volunteers are encouraged to avoid purchasing food and drink in fossil-fuel and tree based packaging, such as plastic and cardboard, and to bring food and drink from home in reusable containers.

**Wood and forest products:** ITF will always seek to ensure that it only sources recycled paper and cardboard. At the very minimum all those paper products not made from recycled material will be FSC or PESC certified and labelled. Staff and volunteers should seek to reduce the printing of documents wherever feasible and to print double-sided.

**Waste:** ITF will eliminate, reduce, reuse and recycle to minimise waste. ITF will use recycled and recyclable materials whenever possible and avoid wherever practicable reliance on materials that are heavily dependent on finite resources. The ITF main office operates a recycling scheme for plastics, paper and metal products. The total Earthwatch/ITF recyclable waste is tracked by weight. IT equipment will be disposed of in accordance to the Waste Electrical and Electronic Equipment Directive (2002).

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## APPENDIX C: PROCUREMENT AND SUPPLY CHAIN POLICY

ITF is committed to reducing the environmental impact of its supply chain, and will work to achieve the standards listed in this section. To fulfil this, ITF and its suppliers are not only expected as a minimum to comply with all applicable legislation and statutory requirements but also to demonstrate commitment to meet the following standards:

- **Climate change:** Active policies and procedures to monitor and reduce the Greenhouse Gas (GHG) emissions associated with its operations.
- **Waste:** Active policies and procedures to minimise waste and reduce waste to landfill. Effective controls of waste in respect of ground, air, and water pollution are in place.
- **Materials:** Active policies and procedures to reuse, recycle and use recycled and recyclable materials. Avoid wherever practicable reliance on materials that are heavily dependent on finite resources.
- **Packaging:** Actively avoid undue and unnecessary packaging wherever practicable and use recycled and recyclable materials wherever appropriate. Use suppliers with a 'take back packaging' policy.
- **Wood and forest products:** Ensure that all forest products purchased are as a minimum legal in origin and provide evidence of due diligence to ensure this if requested by ITF. Suppliers of paper products must source forest products from recycled sources or well managed forests which have been certified to a credible standard by bodies such as FSC or PEFC. Exceptions will be made for products which are Fairtrade marked or produced by members of the World Fair Trade Organisation as appropriate. Suppliers must never knowingly become involved in, collude with or purchase timber from illegal logging operations.
- **Energy:** Work to reduce energy consumption and wherever practicable use energy from renewable resources.
- **Transport and travel:** Monitor and reduce transport logistics to ensure efficient distribution and delivery of products and services.
- **Conservation of biodiversity:** Seek to minimise the impact of operations on fauna, flora and land to ensure the conservation of biodiversity and habitats.

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- **Water:** Understand our impact on water use and develop management processes where appropriate.

ITF is committed as a minimum to complying with all applicable labour legal requirements in its procurement and supply chains. To fulfil this, ITF suppliers are not only expected as a minimum to comply with all applicable legislation and statutory requirements but also to demonstrate commitment to meet the following standards, including all work contracted or sub-contracted and that conducted by home or other out-workers:

- Healthy, hygienic and safe labour conditions;
- Employment is freely chosen and regular;
- Freedom of association and the right to collective bargaining are respected;
- Living wages are paid;
- Working hours are not excessive;
- No discrimination is practised or harsh and inhumane treatment allowed.

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## APPENDIX D: ILO CHILD LABOUR PRINCIPLES

|   | The minimum age at which children can start work | Possible exceptions for developing countries |
|---|--|--|
| <b>Basic Minimum Age</b><br>The minimum age for work should not be below the age for finishing compulsory schooling, which is generally 15.   | 15   | 14   |
| <b>Light work</b><br>Children between the ages of 13 and 15 years old may do light work, as long as it does not threaten their health and safety, or hinder their education or vocational orientation and training. | 13-15  | 12-14  |
| <b>Hazardous work</b><br>Any work which is likely to jeopardize children's physical, mental or moral health, safety or morals should not be done by anyone under the age of 18.                                     | 18<br>(16 under strict conditions)               | 18<br>(16 under strict conditions)           |

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## APPENDIX E: ANIMAL WELFARE

ITF seeks to minimise the use of animals in the projects we fund, and where animals are used DEFRA's FAWC five freedoms make up the basis of minimum standards. The welfare of an animal includes its physical and mental state and we consider that good animal welfare implies both fitness and a sense of well-being. Any animal kept by people, must at least, be protected from unnecessary suffering.

The Farm Animal Welfare Council believes that an animal's welfare, whether on farm, in transit, at market or at a place of slaughter should be considered in terms of '**five freedoms**'. These freedoms define ideal states rather than standards for acceptable welfare. They form a logical and comprehensive framework for analysis of welfare within any system together with the steps and compromises necessary to safeguard and improve welfare within the proper constraints of an effective livestock industry.

1. **Freedom from Hunger and Thirst:** by ready access to fresh water and a diet to maintain full health and vigour.
2. **Freedom from Discomfort:** by providing an appropriate environment including shelter and a comfortable resting area.
3. **Freedom from Pain, Injury, or Disease:** by prevention or rapid diagnosis and treatment.
4. **Freedom to Express Normal Behaviour:** by providing sufficient space, proper facilities and company of the animal's own kind.
5. **Freedom from Fear and Distress:** by ensuring conditions and treatment which avoid mental suffering.

[HTTP://WWW.DEFRA.GOV.UK/FAWC/ABOUT/FIVE-FREEDOMS/](http://www.defra.gov.uk/FAWC/about/five-freedoms/)

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## APPENDIX F: INTERNATIONAL DECLARATIONS SUPPORTED BY ITF

As an environmental and civil society organisation ITF actively supports international collaboration to protect the natural environment including the following conventions and declarations:

- African Convention on the Conservation of Nature and Natural Resources, 1968
- Convention on the Conservation of European Wildlife and Natural Habitats, 1979
- United Nations Convention on Biological Diversity, 1992
- United Nations Convention to Combat Desertification, 1994
- United Nations Framework Convention on Climate Change (UNFCCC), 1994
- Earth Charter, 2000
- United Nations Declaration on the Rights of Indigenous Peoples, 2007
- Universal Declaration of Rights of Mother Earth, 2010
- No to Biodiversity Offsetting, 2013
- The Palangka Raya Declaration on Deforestation and the Rights of Forest Peoples, 2014
- United Nations Transforming our world: the 2030 Agenda for Sustainable Development (Sustainable Development Goals), 2015
- Declaration on Human Rights and Climate Change, 2016
- Addis Ababa Declaration on Agroecology, Ecological Organic Agriculture and Food Sovereignty: The Way Forward for Nutrition and Health in Africa, 2016