

## Ākina Sustainability Policy

Authorised by	General Manager
Effective	November 2020
Author	Operations Project Manager
Version	1.0
Related policies	Hospitality, Gift and Koha Policy

### 1. Purpose

- 1.1. The purpose of this policy is to provide a framework for Ākina staff to help guide us to work in a more sustainable way. It outlines and demonstrates Ākina’s commitment to operating as a responsible and sustainable business and ‘walking the talk’ (operating in alignment with our values).
- 1.2. Ākina will consider a Te Ao Māori lens when approaching sustainability. We believe that through caring for people and the planet in the way we operate, we are able to keep moving forward in a sustainable way to create impact. **Manaaki whenua, manaaki tangata, haere whakamua.** Care for the land, care for the people, go forward
- 1.3. The sustainability policy should be considered when making all procurement decisions, and in considering the environmental impact of other operational decisions.
- 1.4. Ākina is committed to improving our approach to sustainability over time and will aim to evolve our approach in line with best practice.
- 1.5. The policy takes a principle based approach and is intended to be understood and used as a guide, rather than a detailed set of processes to be followed.

### 2. Definition of sustainability

- 2.1. A widely accepted definition of sustainability is ‘development that meets the needs of the present without compromising the ability of future generations to meet their own needs’<sup>1</sup> or the quality of a state or process that allows it to be maintained indefinitely<sup>2</sup>.
- 2.2. The concept of sustainability is typically composed of three pillars: Economic: Profits | Environmental: Planet | Social: People.

### 3. Scope

- 3.1. The scope of this policy covers Ākina’s Environmental Sustainability and Social Procurement practices.
- 3.2. The scope may be extended over time.

<sup>1</sup> [Brundtland Report: Our Common Future](#)  
<sup>2</sup> [UC: What is sustainability](#)

## 4. Environmental Sustainability

- 4.1. Ākina is committed to operating in a way that maintains natural resources and allows the needs of future generations to be met.
- 4.2. We acknowledge our role of kaitiakitanga (guardianship or stewardship) in relation to papatūānuku. We endeavour to operate in a way that ensures the protection of her wellbeing and the resources that she provides.

### Carbon emissions, climate change and climate positive status

- 4.3. Climate change presents the biggest environmental challenge of our time, and operating in a climate friendly way is an essential part of ensuring environmental sustainability.
- 4.4. Ākina is a climate positive accredited organisation. This means that we offset 120% of our carbon footprint for the entire business operations each financial year and we are committed to maintaining this status. Ākina will measure and offset 120% of carbon emissions every year.
- 4.5. Reduction of carbon emissions is even more important than offsetting carbon emissions. There are a number of operational areas where Ākina can make choices to reduce emissions.
- 4.6. This is not intended to be an exhaustive list of ways to reduce emissions. It is a list of the ways that are most relevant to Ākina and are in line with recommendations from [Ekos](#) (Ākina's carbon measurement and offset providers).

#### 4.7. Waste:

- When less waste goes to landfill, less carbon emissions are produced.
- Ākina will apply the principle of Refuse, Reduce, Reuse, Repurpose, Recycle (and compost!).
- In practice, this means: choosing low waste products e.g. recycled paper, reusable coffee cups, second hand products; diverting waste from landfill by composting, reusing or recycling it wherever possible;
- Given Ākina often operates out of shared spaces, we may not have control over waste management. However, Ākina will advocate with office space providers for recycling and compost bins to be made available at all sites

#### 4.8. Electricity consumption:

- When less electricity is consumed, less carbon emissions are produced.
- Given Ākina often operates out of shared spaces, there can be little control over how electricity is consumed. However, Ākina will endeavor to decrease consumption where possible.
- In practice, this means: Turning off electricity consumption products when they're not being used e.g. shut down computers not in use, turn lights out when leaving offices.

#### 4.9. **Travel:**

- When less fuel is consumed, less carbon emissions are produced.
- Travel (flights, taxis/ubers, petrol/mileage) is an 'emissions hotspot' for Ākina. Emissions hotspots are those activities that are emitting the highest level of greenhouse gasses. Thus, reducing these emissions will have the biggest impact on Ākina's total carbon footprint.
- Ākina will apply the principle of travelling only when necessary and when travel is a factor, the question 'Can I do this online?' will always be considered. When the answer is yes, a secondary question is asked: "do the benefits of being face to face outweigh the environmental cost of this travel?"
- In instances that travel is deemed necessary, low emissions transport options should be prioritised.
- In practice, this means: Hosting meetings online when practical, taking buses or walking instead of driving or taxis.

#### 4.10. **Accurate measurement:**

- Principle: Ākina is committed to continuously improving our systems and processes to ensure accurate measurement of our carbon footprint.
- Having an accurate baseline helps identify emission hotspots (those activities that are emitting the highest level of greenhouse gasses), where to focus reduction efforts, and identify trends to understand if reduction strategies are effective.

#### **General environmental sustainability**

- 4.11. Operating in a climate friendly way has additional positive benefits in terms of environmental sustainability beyond carbon emission reductions e.g. waste reduction leads to less use of new materials, less pollution, conserves space in landfills
- 4.12. Therefore, the actions we take in order to reduce our carbon emissions contribute to our general environmental sustainability.
- 4.13. These are some additional steps Ākina can take to improve our general environmental sustainability:
- Choose chemical-free products.
  - Encourage our partners and clients to operate in an eco-friendly way.
  - Have real plants in our office spaces
  - When hosting, offer only vegetarian catering
  - Use reusable containers and coffee cups wherever practical (and have these available in offices to support this), and never use disposable products when hosting.
  - Not accept "give-aways" or "goodie bags" at conferences or other places

## 5. Social Procurement

- 5.1. Social procurement is intentionally using procurement as a tool to generate positive impact alongside acquiring the goods and/or services required. Every purchase made has an economic, environmental and social impact, whether intended or not – social procurement aspires to maximise the positive impact.
- 5.2. We acknowledge that pakihi whai kaupapa (business that follows purpose) has existed for hundreds of years in Māori culture, and through social procurement endeavour to encourage and grow this values centred approach to business.
- 5.3. The principles that drive our social procurement activity are:
  - When procuring products and services, we will always consider social procurement options.
  - We will preferentially consider businesses in a hierarchy based on their positive impact.
  - We procure from social enterprises and impact enterprises where possible considering our requirements and budget.
  - We give preference to Ākina Impact certified social enterprises over other businesses.
  - If there is not a social enterprise or impact enterprise available we use “socially minded” businesses, i.e. businesses with values aligned to our own.
- 5.4. Some examples of existing social procurement activity include
  - Catering: When catering events, we use social enterprises to provide food where practical e.g. Sweet Release Catering
  - Gift purchasing: When buying gifts for others, we procure these from social enterprises e.g. 27 Seconds Wine, The Good Registry gift cards.
  - Office supplies: When buying decor for our office, we procure this from social enterprises e.g. TradeAid.
- 5.5. Ākina will implement a Social Procurement Plan to identify further opportunities to practice social procurement.
- 5.6. We will also implement measurement and reporting of our social procurement activities.