



Environmental and Climate Sustainability Policy

Created: January 2026

Contact Information: 17/18, N block, Gulberg II, Lahore – PAKISTAN.

Telephone: 042-35779030-1

Website: www.bargad.org.pk

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Organizational Profile

Bargad is a youth development organization actively working to promote peace, justice and cooperation amongst the youth¹ in Pakistan. The organization has focused on creating opportunities and amplifying the voices of the youth ever since its inception in 1997, leading to a vast network of around 3000 youth volunteers, known as the Bargad Volunteer Network (BVN) throughout the country.

Bargad's Vision:

Politically, socially and economically empowered youth and women, respect, protect and promote peace and harmony

Bargad's Mission:

- a. Engage vulnerable youth and women in all diversity to their full potential through education, mentorship and innovative interventions designed to enhance their overall well-being.
- b. To invest in youth-led and youth-centred ideas, to convene key stakeholders in the sector and advocate for systems and policy changes that meet youths' needs.
- c. Engage youth to end violence against women.

Bargad has implemented more than 100 projects on youth training², youth mobilization and policy advocacy, including the provision of technical assistance to all the provincial governments of Pakistan, regions of Gilgit-Baltistan and the State of Azad Jammu Kashmir (AJK) for the formulation of their respective youth policies. These policies have been approved by the provincial governments of Punjab (2012), Khyber Pakhtunkhwa (2016) and Sindh (2018), and Balochistan (2024) resulting in governments' pledges to allocate 4% budget to sports and youth affairs, 15% on the women employment quota, implementation of the E-Rozgar programs, and on youth participation in the local governments, respectively. Bargad has also conducted Capacity Enhancement workshops on youth development with officials of the youth affairs departments of Punjab, Balochistan and Sindh.

Bargad has a youth network of 782 individuals, civil society organizations and government institutions, with Youth engagements with 64 Universities, 40 Colleges and 35 Higher Secondary Schools.

The organization has previously partnered with 26 membership based student organizations and 15 Youth Groups over Pakistan; producing the largest pool of researches and publications on various aspects of youth than any other civil society organization in Pakistan, while also pioneering a youth track of peace and diplomacy in the South Asian region.

¹ Adolescents: 12-19; Youth age bracket in Pakistan: 15-29

² Since 2003, the organization has trained 7880 youth activists and young faculty only through training workshops and peer sessions in issues of social development.

The hallmark of the organization is that its core youth volunteers participate in all aspects of the projects - from action-planning to project execution, while also mapping in the course of its work; issues as well as challenges identified by the youth across the country³.

³ The Youth in the mapping is part of the Youth Cohorts in the districts where Bargad has actively worked or is presently working.

1. Policy Statement

Bargad is committed to promoting climate action and environmental sustainability across its operations and programs. We aim to reduce waste, conserve resources, and encourage eco-friendly practices. Climate change education and youth engagement are central to our approach, ensuring our work inspires greener habits across communities. As Climate Change Education has become one of Bargad's core strategic program areas, this commitment now also extends to research, national and international climate advocacy, and representing Pakistani youth in global climate policy processes.

2. Objectives

This Environmental and Climate Sustainability Policy aims to:

- Promote climate-conscious decisions in office management, event planning, and field activities.
- Encourage staff and volunteers to adopt sustainable habits.
- Support climate change education through programming.
- Ensure efficient use and reuse of materials to reduce waste and promote recycling.
- Strengthen Bargad's contribution to national and international climate policy dialogue through research, government and civil society partnerships, and youth representation in climate forums.

3. Policy Scope

Applies to:

- All staff, interns, and volunteers.
- All Bargad programs, trainings, field visits, and office operations.
- All partner engagements where Bargad is the lead or co-implementer.

4. Environmental Practices and Commitments

4.1 Energy and Office Operations

- Prioritize natural lighting and ventilation to reduce energy use.
- Turn off all lights, fans, and devices when not in use.
- Set air conditioners at a reasonable temperature; turn off when not in use.
- Use energy-efficient appliances and LED lighting.
- Explore and prioritize solar energy sources for office.

4.2 Sustainable Transport

- Promote carpooling and shared transport for field visits, meetings, and trainings.
- Use public transportation where safe and feasible.

4.3 Waste Reduction, Reuse and Management

- Use both sides of paper for printing and photocopying wherever possible.
- Promote digital documentation, electronic communication, and online approvals to minimize paper consumption.
- Collect discarded and one-sided printed paper for internal use, such as notes, draft printing, bills, and reminders.
- Reuse office supplies and event materials (e.g., banners, buntings, backdrops, folders, and display materials) whenever they remain in good condition.
- Segregate paper waste at workstations and designated collection points to facilitate recycling and responsible disposal.
- Ensure activity charts, paper sheets, and other project documents are digitized and securely stored before disposing of hard copies that are no longer required.
- Dispose of sensitive or confidential documents only after shredding or otherwise rendering them unreadable, in accordance with organizational data protection and confidentiality requirements.
- Maintain separate collection of kitchen and food waste from recyclable office waste to support proper waste segregation and environmentally responsible disposal.
- Encourage staff to minimize the use of single-use items and adopt reusable office materials wherever feasible.
- Periodically review office waste generation practices and identify opportunities to reduce, reuse, and recycle materials across organizational operations.
- Promote reusable, alternatives to single-use plastics in office operation and community programming, such as using tote bags, encouraging community to use tote bags, using office cutlery on events instead of plastic or Styrofoam ones.
- Conduct regular office housekeeping to ensure common areas, meeting room, workstations, and storage spaces remain clean, organized, and free from unnecessary clutter.
- Undertake monthly deep-cleaning of the office premises, including shared facilities, storage areas, and equipment, to maintain a healthy, safe, and environmentally responsible workplace.
- Periodically review and dispose of obsolete or unnecessary office materials in accordance with organizational record retention, confidentiality, and waste management procedures.
- Encourage staff to maintain clean and organized individual workstations and to responsibly segregate waste generated during daily office operations.

4.4 Eco-Friendly Gifting and Events

- Distribute plants as souvenirs during events, workshops, and guest recognitions.
- Reuse or re-gift souvenirs like mugs, folders, or files when appropriate.
- Upcycle or repurpose shields for major events
- Use cloth wipes instead of disposable tissues in offices and events.
- Use eco-friendly and biodegradable materials for packaging, decor, and stationery.

4.5 Climate Change Education and Youth Engagement

- Integrate climate change education into youth capacity-building sessions, especially in leadership, peacebuilding, and civic education modules.
- Develop and distribute youth-friendly material on climate action, sustainability, and responsible consumption, drawing on Bargad's own climate research, including the Punjab Climate Change Policy Brief and the "Identification Study: Youth and Climate Action in Pakistan."
- Engage youth in climate action campaigns, clean-ups, plantation drives, and eco-social action projects, including through volunteers and stakeholders.
- Support youth-led climate action projects and campaigns.
- Celebrate World Environment Day, Earth Day, and similar observances annually online or physical
- Explore collaborations with relevant government, civil society, public and private institutions and organizations.
- Explore and encourage youth to avail opportunities to represent Pakistan and Climate Action at national and internal forum
- Convene the Inclusive Climate Action Network (I-CAN), bringing together youth, faith leaders, and communities to promote shared environmental responsibility and faith-informed climate action.

4.6 Green Events and Offices

- Use digital invitations, agendas, and sign-in sheets.
- Serve local, seasonal, and vegetarian food options at events.
- Eliminate single-use plastics in catering and hospitality.
- Implement a "leave no trace" approach at all field sites.

4.7 Gender and Inclusion

- Ensure that environmental initiatives are inclusive and benefit marginalized groups.
- Promote women and girls' leadership in climate action.
- Address the disproportionate impact of environmental degradation on vulnerable communities
- Ensure climate programming and advocacy explicitly include the perspectives of women, persons with disabilities, transgender people, and religious minorities, consistent with Bargad's approach

4.8 Sustainable Procurement

- Prefer suppliers with strong environmental credentials if possible.
- Purchase recycled, biodegradable, or eco-certified products where feasible.
- Avoid single-use plastics and non-recyclable materials.
- Prioritize local procurement to reduce transport emissions.

Roles and Responsibilities

- The Executive Director is responsible for overall policy implementation.
- All staff and volunteers are expected to uphold and promote this policy.
- Environmental performance is included in annual organizational reviews.

Monitoring and Accountability

Environmental practices will be monitored quarterly by the Admin and MEAL teams. A simple sustainability checklist will be used at events and trainings to track compliance. Best practices and gaps will be shared in internal review meetings and highlighted in Bargad's Year in Review report.

Continuous Improvement

- Provide regular training and orientation on green practices.
- Encourage innovation and pilot new sustainability initiatives.

Communication and Advocacy

- Publicly share Bargad's environmental commitments on the website and social media.
- Advocate for environmental and climate action with partners, donors, and stakeholders.
- Celebrate and reward environmental champions within Bargad.
- Contribute research and evidence to national and provincial climate policy processes, including through partnerships with the Ministry of Climate Change and Environmental Coordination and provincial Environmental Protection and Forest Departments.

Policy Review

This policy will be reviewed as needed, with input from staff, volunteers, and stakeholders.

Future Recommendations

The following are not current Bargad practice, and are noted here as possible future directions rather than as policy commitments:

- Establishing a simple baseline for office-level resource use (energy, paper, water) so that improvement can be measured year on year, rather than relying on checklist compliance alone.
- Consolidating environmental and climate outcome figures already reported at project level (e.g., trees planted, plastic-free vendor adoption) into a single annual environmental summary alongside the Year in Review report.

Annexures

Annex I: Green Event Checklist

Area	Checklist Item	Status (✓/✗/N/A)	Remarks
Venue	Natural lighting and ventilation utilized		
Venue	Accessible location to minimize transport		
Venue	Nearby public transport or carpooling encouraged		
Materials	Reused banners, standees, and backdrops		
Materials	Printouts double-sided or minimal		
Materials	Stationery/materials reused or sustainable (cloth folders, paper bags)		
Gifts/Souvenirs	Plants given as gifts, repurposed shields		
Gifts/Souvenirs	No plastic-wrapped gifts or packaging		
Meals	No single-use plastic bottles or cups		
Meals	Cloth wipes instead of tissue paper		
Waste Management	Separate bins for waste and recyclables		
Waste Management	Leftover material reused or composted (where applicable)		
Other	Climate awareness message integrated		

Annex II: Paper Reuse Guidelines

To reduce paper waste, all staff and volunteers must follow these guidelines:

1. Printing and Copying

- Always print double-sided whenever possible
- Use low-ink draft mode when printing internal documents.

2. Reusing Printed Paper

- Collect all one-sided printouts and file them in a "Reuse Paper Tray."
- Use the back side of printed sheets for: internal memos; writing bills and receipts; handwritten notes; training activity sheets (if back side is blank).

3. Avoiding Unnecessary Printing

- Encourage use of digital documents and projectors for presentations.
- Use QR codes to share documents at events.
- Send meeting agendas and handouts via email or WhatsApp.

Annex III: Eco-Friendly Office Supply List

Item	Eco-Friendly Alternative
Tissue Paper	Cloth wipes (washable and reusable)
Plastic folders/files	Reused files, cloth folders, recycled cardboard folders
Plastic pens	Refillable pens or mechanical pencils
Water bottles	Reusable water bottles (glass or metal)
Plastic gift bags	Paper bags, cloth pouches, or reused packaging
Balloons & Plastic Décor	Cloth banners, reused items, natural decor (plants, flowers)