



# KCSS GREEN OFFICE POLICY

## 1. OVERVIEW

The purpose of this policy is to establish and promote environmentally responsible practices in our office, reduce our environmental impact, conserve natural resources, and promote sustainability. By implementing this policy, the Kosovar Centre for Security Studies (KCSS) aims to create a healthier and more sustainable workplace, reduce its carbon footprint, and contribute to the broader goal of protecting the environment.

We are committed to minimizing the impact of our operations on the environment and to demonstrating leadership by integrating environmental considerations into all our organizational practices.

## 2. SCOPE

The requirements of this policy apply to all employees of KCSS, regardless of their position or length of employment. This includes full-time, part-time, and temporary employees. KCSS employees are also advised to engage in environmentally responsible practices even outside of KCSS office premises, including during events such as conferences, trainings, workshops, etc.

## 3. COMMITMENTS

### 1. Water use

KCSS will make every effort to conserve water on a daily basis. KCSS will equip every staff member with their own refillable water bottle. Whenever possible, KCSS employees will:

- Avoid using single-use bottled water by drinking water from the tap or drinking from the water dispenser instead.



## 2. Plastic use

KCSS will make every effort to reduce consumption of single-use plastic items. KCSS will explore alternatives to plastic products and packaging in its operations, such as biodegradable or compostable materials. Whenever possible, KCSS employees will:

- Avoid using single use plastic cups, utensils and bags. Instead, they will use reusable alternatives, such as refillable water bottles, mugs and porcelain or multi-use plastic food containers.

## 3. Recycling plastic materials

KCSS will position a recycling bin for plastic materials in the kitchen premises. KCSS employees should attempt to recycle whenever possible through the adoption of simple practices. When using single-use plastic items such as the ones described above, KCSS employees will:

- Separate recyclable plastic materials from other, non-recyclable, items by disposing them in the separate plastic recycling bin.

## 4. Paper use

KCSS employees should attempt to conserve and recycle paper whenever possible through the adoption of simple practices. Whenever possible, KCSS employees will:

- Avoid printing hard copies of meeting materials for participants and use digital documents instead.
- Maximize printing and copying options and enable default settings to double-sided printing.
- Reuse paper that has been printed on one side for notes or drafts.



## 5. Energy conservation

KCSS employees should make every effort to conserve energy on a daily basis. Whenever possible, KCSS employees will:

- Turn off lights and electronic devices when not in use, including at the end of the workday.
- Adjust thermostat settings to reduce energy consumption in the winter period.

## 6. Office hygiene

KCSS employees should make every effort to keep the office premises clean and hygienic to promote a health work environment. Whenever possible, KCSS employees will:

- Keep their workspace clean and tidy on a regular basis, including the shared meeting room and bathrooms.
- Avoid leaving kitchen utensils such as mugs, bottles or plates, be they clean or dirty, in office spaces, including in the shared meeting room.
- Wash their own kitchen utensils upon using them or place them in the washing machine instead.
- Keep the toilets clean at all times upon using them.
- Avoid throwing cigarette buds in non-designated places such as balcony floors or external green areas surrounding the office.





## 4. DISCIPLINARY MEASURES

KCSS employees are expected to adhere to the green office policy in order to promote sustainability and reduce our environmental impact. Failure to comply with the commitments set out in this policy will result in disciplinary measures being taken against the employee responsible for the violation. The specific disciplinary measures for violating parties are defined under Article 28 of KCSS' Regulation for Human Resource Management.

## 5. ENTRY INTO FORCE

This green office policy will enter into force on March 1, 2023. From this date onwards, all employees are expected to comply with the policy and its requirements. The policy will be reviewed and updated as necessary to ensure it remains current and effective in promoting sustainable practices within the workplace.

Entry into force of the Policy: 01/03/2023

Mentor Vrajolli,



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Executive Director