

COAST Foundation. Principal Office, Dhaka.

Date: 5 July, 2024

Green Policy

1. Objectives

- a. COAST believes in sustainable development. From this believe, this policy has been developed to reduce carbon footprint in the atmosphere.
- b. To reduce expenses through a probable recycling system and utilization of resources at every level.
- c. To foster sustainable and environment-friendly thought in all staff.

2. Conveyance/Communication

- a. All traveling will be economy for all staff of the organization.
- b. To walk on foot task should complete without using any vehicle in Charfession, Bhola, Noakhali and Cox's Bazar city. No fuel-dependent vehicle cannot be used within 2 K.M at the branch level. However, it is not applicable in the case of banking.
- c. To organize meetings/ training in a venue where participants are more.

3. Accommodation

- a. We must use environment-friendly hotel/guest house in case of staying outside at night.

4. Report/Circulars Printing

- a. No documents will be printed except administrative measure issues, donor reports, salary sheet, bank transfer letter, external audit report and group (shomity) collection sheet, etc. It needs written approval from the Deputy Executive Director if other documents need to be printed.
- b. Official circular, policies, manuals (Electronic copy) will be preserved in the Desktop computer, laptop, pen drive etc. Besides that aforesaid document will be in COAST Website.
- c. All photocopy and printing will print both sides.
- d. Writing font size will be 11. For organization, English font will be Calibri and Bangla font will be RinkyMJ. Single Line Space has to be used everywhere. Writing margin will be 0.5 at the page top, down, right and left. As per recommendation of donor, font size and margin has to be maintained.

5. Electricity, gas and water savings

- a. Light should not keep on unnecessary in room.
- b. During out of room, fan, light, air condition's switch should be off and must stop unnecessary use.
- c. Without necessity, printer, photocopier, desktop computer, laptop and ICT equipment have to be switched off.
- d. After using bathroom, light has to be switched off. It is being encouraged not to use electricity if light is available in the bathroom.
- e. Air condition has not be used from October to March and in rainy season.
- f. Gas stove has not be on unnecessary in kitchen room.
- g. During generator connection, no more than one light could be used
- h. Water tap should be used in necessary and stop it properly
- i. Car engine must be stopped during traffic jam and signal.
- j. It is being encouraged to use lift or escalator during overtop but stair should be used during get down.



Rezaul Karim Chowdhury
Executive Director
COAST Foundation



Tofail Ahmed, PhD
Chairperson
COAST Foundation

6. Recycling

- a. Opposite page of using paper has to be used on drafting.
- b. The opposite page of using paper has to be used for printing.
- c. Instruction will be given to candidates to write on both sides of page during the written examination.
- d. Any kind of waste in the office and kitchen room, using bottles, cans, packets, pens, etc must be kept in a bin.
- e. Fertilizer can be made through paper burning and other waste like leaves.

7. Other Conditions


- a. No use of plastic bottles in the office.
- b. Nobody carries and uses poly bags on the office premises. It is being encouraged to use cloth and jute bags during shopping.
- c. Every staff will use personal glass, plate. She/he will ensure the cleaning of those on their own.
- d. It is being encouraged to use local products. Abstain from purchasing excess food or products. Use Chemical and pesticide-free (Organic) food and abstain from waste food.

8. Approved by the General Council and effective date:

The review of this policy has been approved unanimously in the 6th Annual General Meeting which was held on 6 July 2024 at COAST Principal Office, Dhaka, and be effective with no delay.

9. Review of this policy:

This policy will be reviewed by 2027 or earlier, if necessary, incorporating significant changes in national and international laws, policies, and human rights declarations.



Rezaul Karim Chowdhury
Executive Director
COAST Foundation

M. Rezaul Karim Chowdhury
Executive Director/Member-Secretary
COAST Foundation



Tofail Ahmed, PhD
Chairperson
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