

## **Environmental and Sustainability Policy 11/2025**

### **Introduction**

Learnmera oy recognises that environmental responsibility is a core horizontal priority in European programmes. In addition to our Climate Change Policy, this Sustainability Policy covers our wider environmental practices, particularly in project implementation, events and travel.

### **1. Purpose**

The purpose of this policy is to:

- Integrate environmental considerations into all Learnmera activities
- Align our practices with EU priorities on sustainable development
- Provide transparent guidance for staff and partners

### **2. Scope**

This policy applies to:

- Daily office operations
- Business and project travel
- Events, trainings and mobilities
- Procurement and partnerships
- Production of digital and physical materials

### **3. Sustainable travel**

- For national and short-distance international trips, we will favour train or bus travel where feasible.
- Flights will be combined and reduced where possible (e.g. back-to-back meetings, online alternatives).
- Online meetings will be used whenever they can effectively replace physical travel.
- When organising mobilities, we will encourage participants to choose lower-carbon transport options and communicate this clearly in project information.

### **4. Green events and trainings**

- We will seek venues that are accessible by public transport and that follow sustainable practices.
- Printed materials will be kept to a minimum; digital materials will be preferred.
- Where printing is necessary, we will use recycled or sustainably sourced paper and avoid unnecessary colour printing.
- Catering will, where possible, include vegetarian/vegan options and local or seasonal products and minimise single-use plastics.

### **5. Procurement and suppliers**

- Environmental impact will be considered when choosing suppliers (e.g. hosting providers, printing companies, event venues).
- We will favour services and products that demonstrate sustainable practices, such as energy-efficient technology and eco-labels.

### **6. Digital sustainability**

- We will store and share files efficiently, avoiding unnecessary duplication and very large attachments when not needed.

- Servers and digital tools will be chosen with attention to energy efficiency and data security.

#### **7. Awareness and involvement**

- Staff, trainers and project partners will be informed about our sustainability commitments.
- In relevant projects, learners and participants will be encouraged to reflect on their own environmental impact and to adopt greener practices.

#### **8. Monitoring and review**

We will periodically review travel patterns, procurement choices and event practices, and identify realistic improvements. This policy is reviewed every two years alongside the Climate Change Policy.