

Health and Safety Policy



ClientEarth is committed to providing a safe and healthy environment for its staff and anyone who could be affected by the conduct of its activities. We strive to comply with international best practices and local laws surrounding health and safety. We acknowledge the collective and individual roles played by each staff member in providing health and safety leadership within their areas of responsibility.

This Policy sets out ClientEarth’s process to ensure the health, safety, and welfare of its staff, Partners, visitors, members of public, and anyone else who may be affected by its activities, and mitigate any risks thereto, by implementing a suitable health and safety management system.

This Policy has been approved by ClientEarth’s Executive Team, and reflects our values.

| Values | Application in this Policy |
|----------------------------|---|
| Acting courageously | <ul style="list-style-type: none">We will not shy away from making decisions on health and safety that may in the short-term be inconvenient but will ensure the physical or mental wellbeing of staff, visitors, members of the public, and Partners |
| Prizing diverse experience | <ul style="list-style-type: none">We use specialist advice from external expert individuals or bodies, including health and safety local enforcement agencies and authorities, member organisations, or third-party experts |
| Embracing collaboration | <ul style="list-style-type: none">We recognise that all staff have a role to play in ensuring their own health and safety and that of others, and reporting all related incidents |
| Learning continuously | <ul style="list-style-type: none">We continuously plan, implement, review, monitor, and improve our health and safety performance, setting annual objectives and targets, including KPIs, supported by safety management systems and processes to continually improve performance |
| Opposing injustice | <ul style="list-style-type: none">We consider neglect of this Policy a breach of professional duties and we expect those who witness such breaches to call them out |
| Focusing on impact | <ul style="list-style-type: none">We will enable those in our care to be able to safely carry out their work and in turn, maximise impact through their work |

What is the Scope of this Policy?

This Policy applies to all ClientEarth entities and staff worldwide, including governance and management board members of all ClientEarth entities, who are expected to use best judgment in applying this Policy, and to play an active part in preventing non-compliance and in promoting best practices.

Staff are responsible for preventing, detecting, and reporting breaches of this Policy. All staff must avoid any activity that might lead to a breach of this Policy, and staff non-compliance with this Policy could be considered as a breach of employment agreement, and could lead to disciplinary action by ClientEarth.

We also expect anyone working for or with ClientEarth to maintain the highest health and safety standards for themselves and others, and adhere to all reasonable instruction, training, or policies provided. Partner or Funder non-compliance may result in the possible termination of appointments, contracts, or other formal agreements.

ClientEarth’s Principles-Based Approach to Health and Safety

Principle 1: We aim to remove or reduce the risks to the health, safety, and welfare of all staff, Partners, visitors, members of public, and anyone else who may be affected by our activities

We continuously plan, implement, review, monitor, and improve our health and safety performance by complying with local legal requirements, to address risks arising from our activities. We strive to ensure that all equipment and machinery (e.g., electrical and gas) are maintained and in safe working condition, by way of routine maintenance and inspection. We implement emergency arrangements for the management of fire and first aid. We minimise and appropriately manage risks associated with travel by staff and in the course of ClientEarth activities.

Principle 2: We communicate on health and safety information to enable staff to: (a) feel that they are in a safe working environment and raise awareness on the relevant safety procedures, and (b) play their part in discharging any responsibilities assigned to them

An effective system is set up for communicating and consulting with staff on health and safety matters, and we encourage their participation, commitment, and co-operation in implementing the Policy.

Principle 3: We dedicate the appropriate amount of internal resources towards achieving a suitable health and safety management system

We appoint a health and safety representative for each ClientEarth office, as well as a health and safety coordination team. These are provided sufficient training, resources, and support to enable them to fulfil their role and to ensure that the requirements of this Policy are maintained.

Principle 4: We seek out external and specialist guidance where necessary to achieve a suitable health and safety management system

If specialist advice is required, this may be obtained by the Operations Team from expert individuals or bodies outside of ClientEarth. This includes, but is not exclusively limited to, local health and safety enforcement agencies and authorities, health and safety member organisations, or third-party health and safety experts. ClientEarth will also obtain independent Occupational Health advice where required, e.g., services such as counselling on health and associated matters, health interviews, and employment medicals.

Principle 5: We take into account the impact on the health and safety of all those who may be affected by our decisions

We intend to create for staff a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective policies, and staff development.

Principle 6: We encourage staff to report any incidents concerning their own health, safety, and welfare, or that of others

Should they occur, staff should promptly report injuries and causes of ill-health, as well as significant near misses and incidents. If and as appropriate, relevant ClientEarth staff will investigate them to prevent recurrence.

Brussels Beijing Berlin London Warsaw Madrid Los Angeles Luxembourg

ClientEarth is an environmental law charity, a company limited by guarantee, registered in England and Wales, company number 02863827, registered charity number 1053988, registered office 10 Queen Street Place, London EC4R 1BE, a registered international non-profit organisation in Belgium, ClientEarth AISBL, enterprise number 0714.925.038, a non-profit limited liability company in Germany, ClientEarth gGmbH, HRB 202487 B, a registered foundation in Poland, Fundacja "ClientEarth Prawnicy dla Ziemi", KRS 0000364218, NIP 7010254208, a registered delegation in Spain, Fundación ClientEarth Delegación en España, NIF W0170741C, a registered 501(c)(3) organisation in the US, ClientEarth US, EIN 81-0722756, a registered subsidiary in China, ClientEarth Beijing Representative Office, Registration No. G1110000MA0095H836, a registered subsidiary in Japan, Ippan Shadan Hojin ClientEarth, corporate number 6010405022079, a registered subsidiary and company limited by guarantee in Australia, ClientEarth Oceania Limited, company number 664010655.