

Environmental Justice Foundation Stichting: Objects of the foundation, policy plan, and board composition

Protecting people and planet

The **Environmental Justice Foundation Stichting's** (hereafter EJFS) Mission is to "Protect People and Planet".

We believe environmental security is a human right and that the health, security and effective conservation of our natural world is essential to the well-being of all human-kind.

We believe in the equality of all people and in their equal and inalienable rights as described in the United Nations Universal Declaration of Human Rights.

EJFS's purpose is to document, expose and support the resolution of the environmental damage and degradation that leads directly to abuses of fundamental human rights.

EJFS has a Memorandum of Understanding with the Environmental Justice Foundation Charitable Trust (EJF), a charity registered in England and Wales and based in London that shares several directors with EJFS. The MoU is attached.

Both organisations share the following Mission and Goals:

Mission: To protect people and planet

Goals:

- Protect the natural environment and the people and wildlife that depend upon it by linking environmental security, human rights and social need.
- Create and implement solutions where they are needed most – training local people and communities who are directly affected to investigate, expose and combat environmental degradation and associated human rights abuses.
- Provide training in the latest video technologies, research and advocacy skills to document both the problems and solutions, working through the media to create public and political platforms for constructive change.
- Raise international awareness of the issues partners are working to resolve at grassroots levels.

EJF's international advocacy is embedded at the grassroots, with close links to communities and environmental defenders. Their international team includes expertise in research and investigations, film-making and communications, and high-level advocacy and outreach.

In the coming 5-years, EJFS will work in the Netherlands to complement EJF's work. EJFS will:

- Raise awareness among Dutch industry, civil society and other stakeholders about the issues that EJF and their partners work on across the world;
- Recommend policies to the Netherlands government that support the above goals shared by EJF and EJFS; and
- Raise resources to fund the work of projects around the world supported by EJF and its grassroots partners.

EJFS, like EJF, will maintain a specific focus on supporting detailed, field based investigative work, aligned with a finely calibrated, surgical high-level advocacy, designed to ensure maximum impact with minimum cost to achieve specific outcomes. Approaches will focus on building good environmental governance and enshrining human rights obligations in national and international

policy, while delivering finely-tuned, locally appropriate solutions across the necessary platforms.

With Dutch industry, EJFS will form strategic alliances for change. Central to these is to drive transparency and traceability in international supply chains and investments and expose the ecological and human-rights 'footprint' of international consumption patterns.

EJFS, like EIJ, will achieve these aims by:

- Highlighting and advocating the strong inter-linkages between environmental, developmental and human rights issues. EIJ and EJFS view environmental security through a 'human rights lens', whether in relation to climate change and human migration, or through our detailed examination of supply chains, such as the impact of toxic pesticides on human health, cotton production and forced child labour, or shrimp farming and its impacts on coastal livelihoods and food security. International advocacy, using films, reports and briefings together with high-level meetings, is strategically targeted at key decision makers in industry, government and intergovernmental agencies.

- Recognising that grassroots environmental and human rights defenders need long-term support to secure, build and maintain positive change, EIJ and EJFS will build capacity through focused training programmes and the provision of effective technologies. Targeted technical training through community science, co-management and local education programmes will also be used. This 'bottom-up' approach creates 'buy-in' and helps build and sustain local participation in environmental protection.

- Undertaking investigations and film-making: creating powerful visual imagery, conveying complex messages and providing irrefutable evidence of environmental damage, and showing more sustainable, equitable alternatives. The use of film is unusual in the non-profit sector and is widely acknowledged as having prompted positive changes within industry and policy making. Investigative work aims to gather evidence and testimonies from vulnerable, poor and disempowered communities who otherwise lack the means to have their voice heard by global decision makers.

- Choosing to operate on issues and in geographic regions that are not well represented and where the challenges to environmental protection are profound. Unique evidence is presented to strategically important opinion formers and to decision makers, locally, nationally and internationally.

Current and upcoming work

The issues that EJFS will focus on in the coming years include the protection of marine and coastal resources; sustainable, equitable agriculture; climate change and its impacts on vulnerable populations; and labour rights in seafood production.

EIJ's current work focuses on protecting the world's seas and oceans by exposing illegal 'pirate' fishing and exploitation in the seafood industry; highlighting the dangers of toxic pesticides and promoting organic alternatives; and exposing the impacts of our changing global climate on the most vulnerable people on our planet. EJFS will work with EIJ to make sure these issues will be raised in the Netherlands, framed around the nexus between environmental security and human rights:

- Oceans protection: With an over-arching ambition to secure legal, sustainable and ethical seafood, the vision is for an end to Illegal, Unreported and Unregulated (IUU or "pirate") fishing. EIJ and EJFS will work with the UN, EU, governments and intergovernmental agencies to secure strong measures to address IUU fishing, such as the recent development of the UN Port State Measures Agreement, and the UN FAO's Global Record.
- Reducing human trafficking and forced labour in fisheries: EIJ uncovered the interlinked dependence of illegal fishing and slave labor in Thailand, and is undertaking field-based investigations combined with high-level advocacy to work towards positive change. Since 2013, EIJ has conducted multiple investigations to expose the systematic use of slave labor. Their evidence has informed the US State Department's decision to downgrade and maintain

Thailand on Tier 3, the lowest possible ranking in its Trafficking in Persons (TIP) reports, as well as the EU's decision to issue Thailand with a yellow card as a warning for its inadequate fisheries management and threatening trade sanctions. EJF's work has also underpinned recent moves by labour unions to highlight and redress the issue within the ILO. EJFS will work with Dutch industry to understand these issues and how to identify them in their supply chains.

- Climate refugees: Secure a legally binding, international agreement to recognize people displaced by climate change as a vulnerable group and confer them equivalent protection to that given to refugees by the 1951 Geneva Convention. EJF and EJFS will highlight the human rights dimensions of climate change, alongside the environmental impacts; humanising the issue and bringing greater day-to-day relevance to a target audience of political policy makers and decision takers within business and media. Central to this messaging will be the pressing need to develop a clear response to environmentally forced migration and propose national, regional and global legal mechanisms to protect climate refugees.
- Toxic chemical pesticides and the impact on wildlife and human health, and promoting organic alternatives. The focus will be on neonicotinoid pesticides and the impacts on pollinators in the EU. This will be coupled with international action to reduce the use of the most toxic and persistent chemical pesticides.
- Cotton, as a commodity with production that is linked to excessive water use, toxic pesticides, forced and child labour. EJF's cotton campaign has previously led to a massive reduction in the use of forced child labour in Uzbekistan's cotton sector and widely promoted consumer and business engagement and support for organic, fairly-traded and carbon neutral cotton fashion. The Government of Uzbekistan signed two ILO Conventions (C138 and C182) following EJF's campaign and the commitment from 40 major retailers including Tesco, Walmart-ASDA and Marks & Spencer to eliminate Uzbek cotton from their supply chains until forced child labour was eradicated.
- Activist training and localized capacity building for environmental protection and human-rights, within the context of the core campaigns and issues listed above.

Funding

Like EJF, EJFS's work will be enabled by grants and donations from private trusts, foundations and individuals, statutory agencies such as the EU's EuropeAid and from ethical business. EJFS will primarily raise funds in the Netherlands. EJFS will seek to establish a database of individual donors to support its work.

Composition of the board and board remuneration policy

The board of EJFS is made up of three Directors: Steve Trent, Juliette Williams and Max Schmid. They receive no remuneration arising from their roles as Directors of EJFS. All three are paid employees of EJF. Their salaries are set in line with EJF's financial policy under the oversight of EJF's trustees.

Financial policy

EJFS's finance policies are designed to ensure transparency and accountability in EJFS's income and expenditures, to reduce risk and enable the sustainable growth of the organisation year-on-year. Investments and banking will be with ethical accounts and funds wherever practicable. The primary purpose of EJFS is to use its funds for charitable purposes, but might from time to time invest some of its resources in ethical investments or savings accounts.

1. Budget Approval

No expenditures may be made without the prior approval of one of the directors, requested with a purchase order to be counter-signed and according to an agreed budget.

Only the directors may authorise expenditures – unless expenditure has been previously agreed, with specific detail and is in writing with approval - approval for expenditures must be sought in writing from the directors.

To order any goods or services over 50 euros, staff **must complete a Purchase Order** and have it pre-approved by one of the directors before entering into a contract with any suppliers or freelance workers.

2. Payment methods

Certain payments can only be made by the Directors: debit card, BACS, regular payments, foreign transfers, cheques issued in the UK. Cash payments can be made by staff in line with the guidance provided below for the purposes of overseas travel and special events.

Staff must not use personal money and payment cards for any transactions.

3. Allocation of expenditures

All expenditures should be recorded against a specific budget line and in all cases it must be clear that this is an appropriate allocation. In the event of any doubt, clarification must be sought from Directors; this is especially important where activities are directly related to specific financial commitments from a funder.

Receipts and invoices should be obtained for all expenditures in the Netherlands or internationally and in other country offices, and these must be reconciled with the original travel or event budget using the expense report (below). Any contingency or other unspent funds must be returned in full.

All expense forms must be submitted to the directors for approval.

4. Financial reconciliation and reporting

EJFS financial records will be reconciled monthly for review by one or more of the directors. Variances of more than 10% between agreed budget and actual expenditures should be explained by the responsible staff member.

The finances will be presented to the board of directors at least annually; changed to investment, banking procedures and reporting can be highlighted in the board report that accompanies the external audit undertaken annually.

5. Funds transfers for Overseas Representation – staff, office and operating costs, local travel, events

Funds for overseas representation must be submitted quarterly in advance of the payment being made. A report on the expenditures related to the previous transfer must be compiled using a standard template. Additional funds will not be transferred until the quarterly report has been approved. All original invoices and receipts will need to be provided to a director of EJFS.

6. Acceptable expenditures

International travel – use the cheapest option that is practicable to your work needs. Do not book the cheapest flights / rail fares if these will incur significantly longer journey times or difficult departure or arrival times, especially if these will carry their own additional costs such as the need to use taxis rather than public transport.

Translator/ fixer / freelancers and in-country experts- these people should be identified prior to the trip and their daily charges agreed beforehand.

Accommodation should be based on the cheapest practicable option but must take into account considerations of safety and security. Additional premiums will be paid in order to ensure, wherever possible, that staff and consultants stay in secure accommodation in safe locations. Please take into account any anticipated accommodation needs of translator/fixer or driver.

In-country transport – all essential transport costs will be covered based on the cheapest available option, ideally always with public transport. However, taxis and/or car with driver will be paid for where alternatives are impractical or unsafe. A basic budget calculated according to a sensible estimate of the number of trips per day is allotted for this purpose.

Per Diem or daily allowance for expenses while away from home will vary depending on location. The per diem is a specific amount of money that EJFS will give an individual per day to cover living and traveling expenses in connection with any work done away from home. The per diem is specifically not intended to provide any additional financial benefits to staff.

Communications – phone, fax and email/Internet costs will be covered. Telephone call cards should be used in-country rather than using personal mobile phones.

Other items for inclusion in the budget request and reconciliation include ad hoc events and other items such as meetings, presentations that may require additional funds to implement and these should be reported as such. This is particularly important where you may be implementing a specific action supported by a dedicated grant that we will need to report on to the funder.

Contingency funds are provided to cover any unforeseen costs such as long-distance, in-country travel or for emergency. Expenditure of these funds should only be made after prior agreement (except in the case of emergency); otherwise funds must be returned in full to the Netherlands.

7. Unacceptable expenditures

EJFS does not pay for alcohol, cigarettes, clothes or for personal entertainments – staff must ensure that sufficient personal funds are available to cover any such costs that are not directly linked to work.

8. Income

Income to EJFS operations internationally must be received and recorded in the Netherlands and distributed according to the guidelines outlined above.

All grants, retail sales and donations will be transparently recorded in the financial reports; expenditures, including staff costs, will be allocated against grants and reported to funders according to the grant agreements.

EJFS reserves the right to decline any income that could undermine our independence and integrity.

9. External Audit

In accordance with Article 2:396 of the Dutch Civil Code, EJFS is exempt from external audit requirements in the Netherlands if at least two of the three following criteria are met in two consecutive years: the value of the balance sheet assets does not exceed EUR 6,000,000; the net turnover of the financial year does not exceed EUR 12,000,000; and the average amount of employees in the financial year is less than 50. If EJFS does not meet two of these three criteria in two consecutive years EJFS will conduct an external audit of its accounts.

10. Zero Tolerance towards corrupt practices

EJFS operates a strict zero tolerance to illegal, including fraud and corrupt, practice and will take swift action against any staff member linked to illegal activities, and we will share information with the relevant authorities for further action to be pursued.

11. Staff Handbook

All EJFS staff will be required to review in detail the EIJ staff handbook and agree to abide by the conditions and values it describes, signing and dating each page (to be counter signed by a Director) to note agreement.

12. Copyright and Confidentiality

All EJFS staff, consultants and volunteers are required as part of the terms and conditions of their employment, work or engagement with EJFS to sign a legally binding copyright and confidentiality agreement.

13. Time schedule

Year 1 (2017)

- Q1-2: Establish the entity and ensure compliance with all legal requirements and alignment with EIJF's international Mission, Vision and Goals.
- Q 1-2: Establish office and administrative processes.
- Q 2-4: Establish sources for funding
- Q 2-3: Map possibilities for cooperation with other NGOs and Foundations.
- Q 3-4: Recruit staff member in the The Hague.
- Q 3-4: Start advocacy work on sustainable fisheries and supply chains free of slavery, including discussing with the Government its implementation of relevant EU regulations.

Year 2 (2018)

- Q 1-4: Continue to secure funding and expand the cooperation with other NGOs and Foundations.
- Q 1-4: Engage with decision makers on sustainable fisheries and supply chains free of slavery in The Netherlands, including detailed commentary on the implementation of the EU Illegal, Unreported and Unregulated (IUU) fishing Regulation.
- Q 1-2: Agree an alliance with Dutch NGO's around stopping IUU fishing and human trafficking in Dutch supply chains.
- Q 1-4: Start cooperating with Dutch Industry around questions relating to sustainable fishing and supply chains.
- Q 1-4: Work on the protection of climate refugees and work with the Dutch public to raise awareness of the issue.

Year 3 (2019)

- Q 1-4: Continue to secure funding and expand the cooperation with other NGOs and Foundations.
- Q 1-4: Continue working decision makers in government and industry on sustainable fisheries, supply chains and with the protection of climate refugees.

- Q 1-4: Raise public profile of EJFS and awareness of issues EJFS works on with Dutch public.