



Transparency and Environment Policy

Transparency

Policy. BIC assumes the highest transparency standards and undertakes to be open, honest and accountable about its activities and operations. BIC is committed to providing information about the organization and its operations. BIC will pro-actively produce and disclose on its website relevant financial and budgetary information, and will also respond to information requests regarding the organization's operations.

BIC recognizes four legitimate grounds for refusing access to information. Information will not be provided if disclosure of the information would:

- (i) Violate personal privacy. BIC will not disclose personal information about a natural third party which would breach his or her privacy or a legitimate privacy interest unless that person has consented or the information was provided on a clear understanding that it might be made public.
- (ii) Harm the ability of BIC to operate effectively. BIC will not disclose information where to do so would seriously undermine its ability to operate effectively. For example, BIC may opt to not disclose information which would inhibit the provision of free and frank advice within the organization or would disadvantage advocacy strategies of the organization.
- (iii) Breach confidentiality. BIC will not disclose information where to do so would constitute an actionable breach of confidence or a related legal obligation. BIC will also not disclose information where it was provided to the organization in confidence and to disclose it would seriously prejudice the organization's relations with the body that provided it, to the detriment of BIC's interests.
- (iv) Violate legal privilege. BIC will not disclose information which is privileged from production in legal proceedings unless the person who is entitled to the privilege waives it.

Process. Request for information can be sent by email to info@bicusa.org or through the post to BIC's office address. BIC will respond to information requests on the operational aspects of the organization as soon as possible, and within 10 days of the receipt of the request. BIC will provide the information in either electronic or print form. No fees will be charged for requests that are satisfied electronically or for the first 50 pages of printed or photocopied material. Reasonable fees, based on actual costs relating to copying and dissemination, may be charged for requests which involve larger amounts of information.

Environment-Friendly and Carbon-Neutral Policy. BIC minimizes its impact on the natural environment in its daily operations. In every instance possible, BIC seeks the purchase of goods which are produced in an environmentally-sustainable manner and from businesses which are committed to international labor and human rights standards. These may include purchasing fair trade coffees, biodegradable cleaning products, and 100% recycled paper. BIC also ensures

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office recycling and/or reuse of newspapers, printer paper, aluminum, glass, cardboard, ink cartridges, and other recyclable materials.

BIC also encourages its staff to apply the above principle in their daily work. These may include paper-use reduction measures, water and energy conservation measures, and avoiding the purchase of non-biodegradable items.