

PLANO DE
RESPONSABILIDADE
SOCIAL E
AMBIENTAL DO
CIIMAR

CIIMAR
SOCIAL AND
ENVIRONMENTAL
RESPONSIBILITY
PLAN



2023

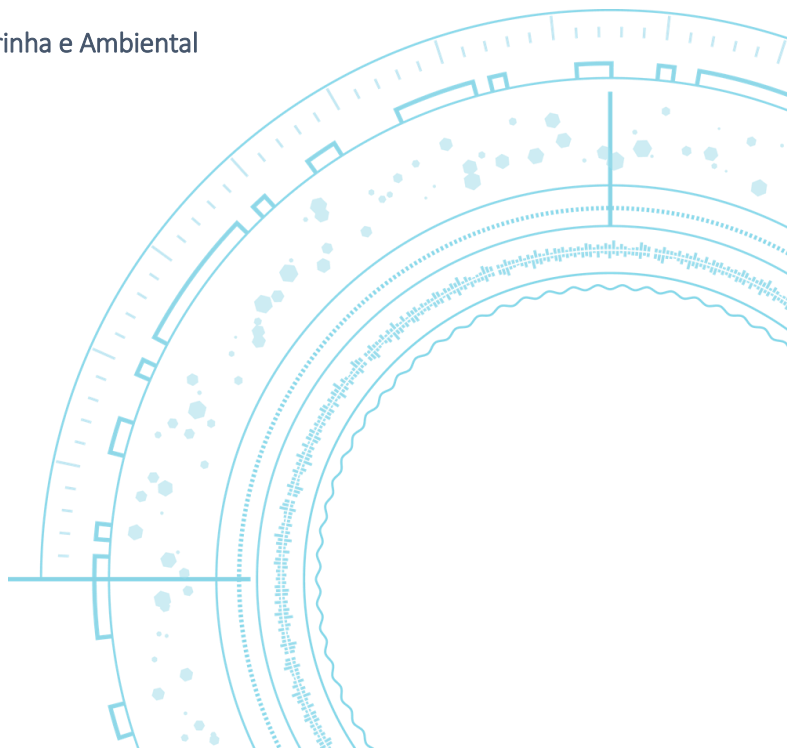
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CIIMAR | Centro Interdisciplinar de Investigação Marinha e Ambiental

Terminal de Cruzeiros do Porto de Leixões

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CIIMAR SOCIAL AND ENVIRONMENTAL RESPONSIBILITY PLAN

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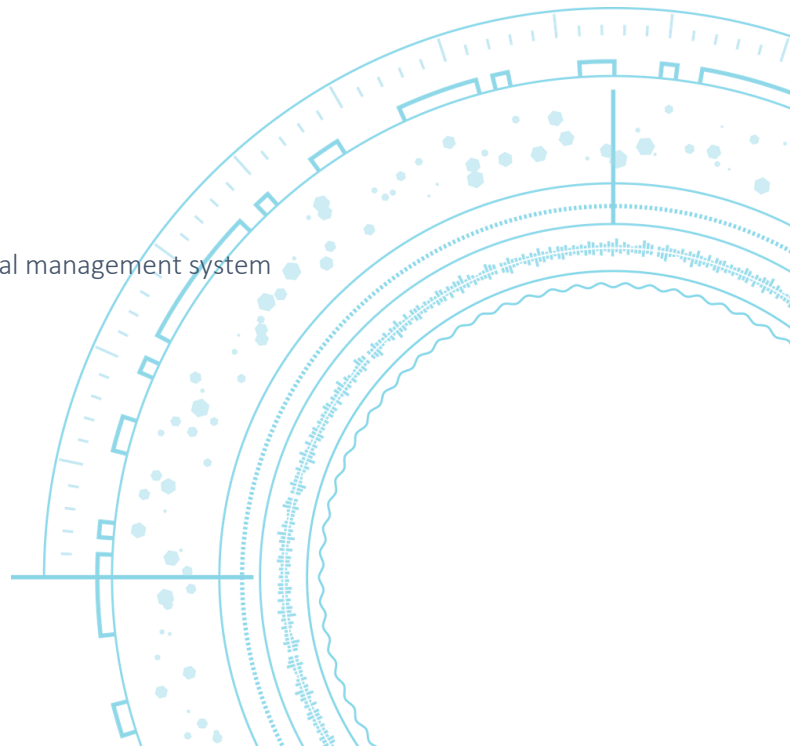
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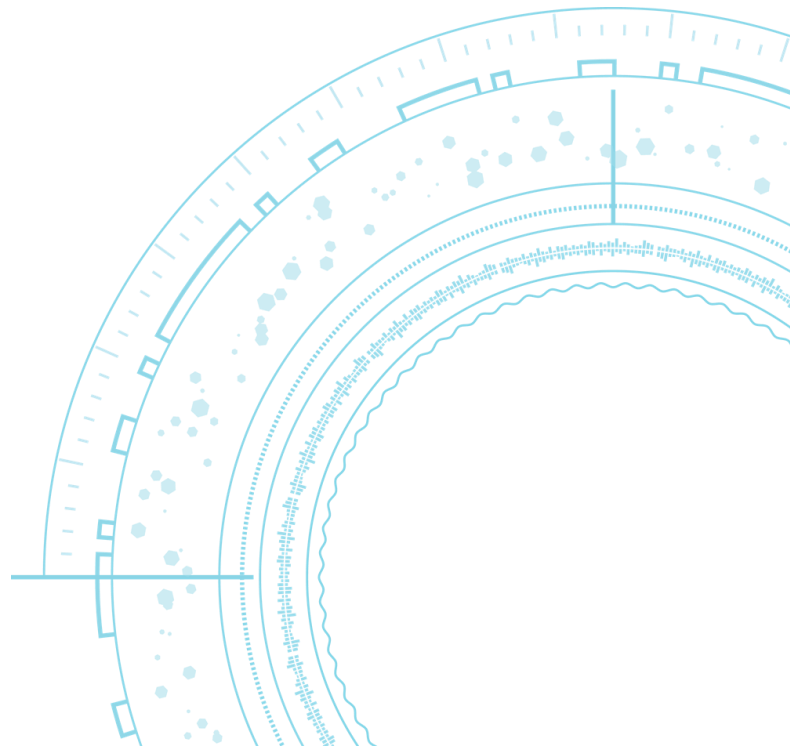
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Framework

The **Social and Environmental Responsibility Plan** aims to be a guiding instrument for good practices at the Interdisciplinary Centre for Marine and Environmental Research (CIIMAR), taking into account its field of action in terms of research and all other activities underlying its operation. The main objective will be to integrate social and environmental concerns into its structure and operation in order to enhance its contribution to a fairer society and a cleaner environment.

This plan intends to encompass objectives of different dimensions: institutional, social, environmental and economic. The objective is to be able to contribute to a fairer society, a cleaner environment, efficient management of human resources and eliminating possible environmental and natural impacts, seeking to add value to all parties involved in scientific activity, promoted by the Green Paper of the European Commission "Promote a European framework for corporate social responsibility".

With regard to the institutional dimension, the aim is to promote measures to reconcile professional and family life and guide values such as solidarity and citizenship, through a cohesive and open organizational culture.

In the social dimension, in addition to improving the working conditions of the entire team, contributing to health protection and risk prevention, it is also intended to value people, their skills and their "know-how".

Raising awareness and encouraging employees and suppliers to adopt good environmental practices, to use resources efficiently, to reduce the environmental impact and to enhance their sustainability constitute the environmental and economic dimension.

In fulfilling its mission, CIIMAR seeks excellence, innovation, sustainability, internationalization, new partnerships, public participation and communication with society. CIIMAR actively contributes to the implementation of the United Nations 2030 Agenda for Sustainable Development, namely some of its Sustainable Development Goals (SDGs) (see figure 1).



Figure 1. Sustainable Development Goals of the 2030 Agenda with relevance to CIIMAR intervention areas.

1. Vision, Mission and Values

CIIMAR - Interdisciplinary Centre for Marine and Environmental Research - is a leading research and advanced training institution of the University of Porto, working at the frontier of Ocean Knowledge and Innovation.

CIIMAR promotes an integrated approach to the ocean and coastal zones, fostering the understanding and knowledge of the biological, physical and chemical dynamics of these environments and the impact of natural and human activities, with the aim of unveiling the links between these processes, understanding the functioning and the responses of the ocean and the ecosystems to global changes.

1.1 Vision

CIIMAR aims to be an international reference centre for knowledge and sustainability of the ocean and the environment on a regional, national and international scale, in close connection with higher education institutions, research centres, companies, foundations, research networks, public and private organizations.

1.2 Mission

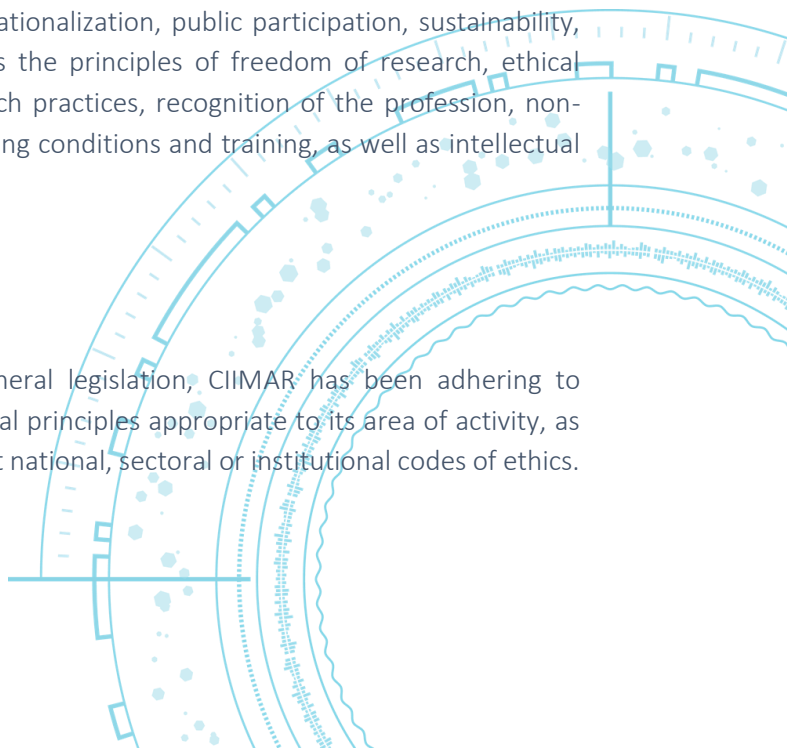
To promote transdisciplinary research of excellence, technological development, advanced training and support to public policies, contributing to advances in scientific knowledge and sustainability of ocean and coastal environments. To create innovative ideas for the sustainability of the Ocean, finding the solutions for the future needs of our society.

1.3 Values

Excellence, innovation, partnerships and internationalization, public participation, sustainability, communication with society. CIIMAR also defends the principles of freedom of research, ethical principles, professional responsibility, good research practices, recognition of the profession, non-discrimination, gender equality, guarantee of working conditions and training, as well as intellectual property rights.

2. Code of ethics and conduct

In addition to compliance with applicable general legislation, CIIMAR has been adhering to recognized ethical practices and fundamental ethical principles appropriate to its area of activity, as well as to ethical standards documented in different national, sectoral or institutional codes of ethics.



CIIMAR subscribes to the integrity principles and good practices defined in the following documents: European Code of Conduct for Research Integrity ¹; Privacy Policy²; Plan for Gender Equality³ and the Quality Policy ISO 9001⁴.

The European Code of Conduct for Research Integrity serves the European scientific community as a framework for self-regulation in all scientific and academic disciplines and for all research environments. The basic responsibility of the scientific community is to formulate the principles of research, to define the criteria for appropriate research behaviour, to maximize the quality and robustness of research, and to respond appropriately to threats or breaches of research integrity. The Code of Conduct describes professional, legal and ethical responsibilities and recognizes the importance of the institutional environments in which research is organized.

CIIMAR is a research centre with a mission to conduct interdisciplinary research at the highest level of international quality that, through knowledge creation, responds to important economic, social and environmental challenges. The ultimate responsibility for good research practices lies with the individual researcher, however, CIIMAR believes that it has a responsibility to ensure that its research environment promotes the attainment of new knowledge and guarantees the highest standards of research integrity. Accordingly, CIIMAR subscribes to the principles, rules and procedures of the European Code of Conduct for Research Integrity. This Code applies to and should be known by all professionals connected to CIIMAR at all career stages, including affiliated researchers, visiting researchers, technicians, grant holders, students and other collaborators regardless of the nature of their contractual relationship. The reading and acceptance of the code is fundamental for the integration of collaborators in CIIMAR.

Regarding ethical conduct, it is important to note that CIIMAR has an Ethics Committee ⁵ and an Animal Welfare Body (ORBEA)⁶. Considering that much of the research undertaken involves the use of live animals, CIIMAR has joined several national institutions as a signatory of the Transparency Agreement on Animal Research in Portugal. This is an initiative supported by the scientific community in collaboration with the European Animal Research Association (EARA), which aims to promote openness and transparency about the use of animals in research. The use of animals for experimental or educational purposes at CIIMAR follows legal and animal welfare standards, and is reviewed by ORBEA and the Directorate General for Food and Veterinary.

CIIMAR has a Regulation on Good Behaviour, Prevention and Combating of Harassment at Work ⁷ which establishes the rules of ethics and conduct for CIIMAR employees, internally and externally, to adequately perform their duties, contributing to an institutional image of rigour, transparency,

¹ [The European Code of Conduct for Research Integrity](#)

² [Política de privacidad](#)

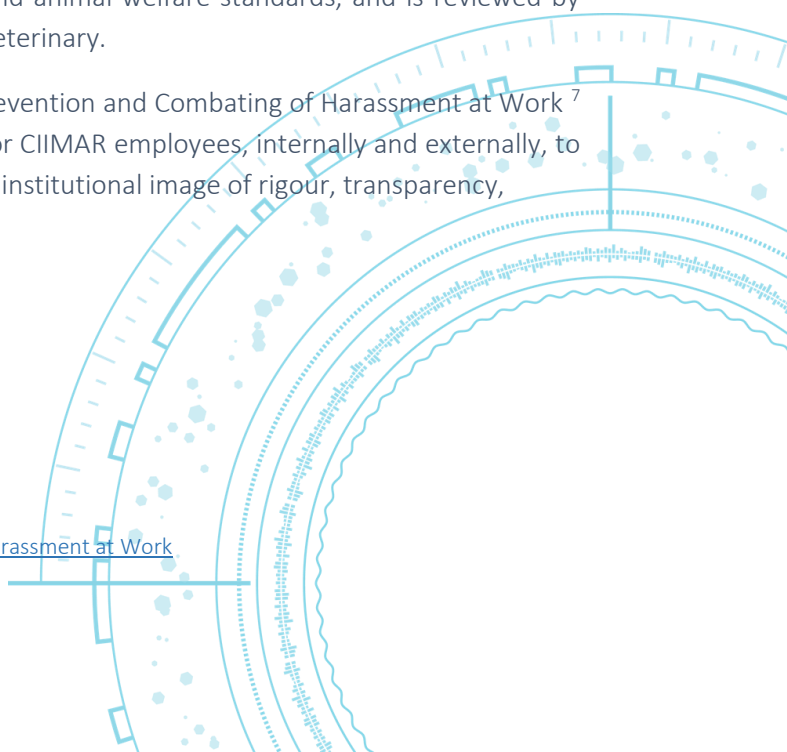
³ [Gender Equality Plan](#)

⁴ [CIIMAR Quality Policy](#)

⁵ [CIIMAR organization](#)

⁶ [CIIMAR Position Statement on Animal Research](#)

⁷ [Regulation on Good Behaviour, Prevention and Combating Harassment at Work](#)



efficiency and competence, adopting a policy that aims to prevent, identify, eliminate and punish situations that may constitute harassment at work.

3. Collaborators

By collaborators we mean all those with whom CIIMAR has a working relationship, regardless of the legal form of the relationship. This plan applies to all full- or part-time contracted employees, service providers, grant holders, students, as well as the team as a whole, researchers with contracts with third parties, but carrying out their research activity exclusively at CIIMAR.

3.1. Integration

With the integration process we try to gain "time, commitment and loyalty". The integration of new employees should be easy and efficient, so the Welcome Guide was created ⁸. On the first day, the new employee will be welcomed by one of the employees from Human Resources, the Secretariat or even by one of the members of the team/department where he/she will be integrated.

For PhD students, there is also a "Survival Guide"⁹ produced by the CIIMAR PhD Students Committee, as a support tool for easy integration, complemented by other regular activities promoted by the same Commission. In this guide, information is also provided on the procedures for starting, extending and ending grants, as well as models of important forms.

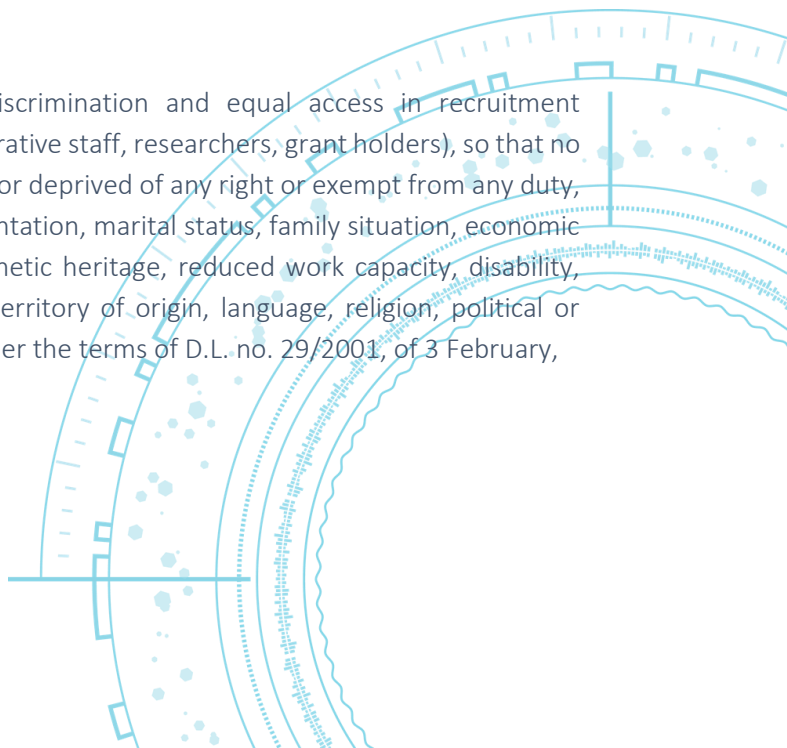
Finally, the ISO 9001 Quality Manual provides a description of the procedures to be followed when new employees are admitted. In addition, in this same manual we can find different regulated procedures that should be followed whenever applicable. It is also an objective to soon make available to the whole CIIMAR community functional organic tables, so that the distribution of functions among the different services is made clear.

3.2. Diversity and inclusion

CIIMAR actively promotes a policy of non-discrimination and equal access in recruitment competitions for any career (technical and administrative staff, researchers, grant holders), so that no candidate may be privileged, benefited, prejudiced or deprived of any right or exempt from any duty, namely due to of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership. Under the terms of D.L. no. 29/2001, of 3 February,

⁸ <https://hrp.ciimar.up.pt/WelcomeGuide/WFWelcomeGuide>

⁹ [Survival Guide](#)



the disabled candidate has preference in equal classification, which prevails over any other legal preference.

According to the Priberam dictionary, "diversity" means variety (as opposed to identity); multiplicity; quality of "diverse". "Inclusion" means the act or effect of including. For CIIMAR different cultures, religions, ages, gender, political and religious options, sexual orientation, physical appearance or with disabilities is also a way of empowering the Centre with varied and diverse resources that complement each other, as factors of enrichment, development, growth, learning and professional and scientific valorization.

Regarding gender equality issues, and although they are already widely ensured, with the aim of covering all areas that affect gender equality in R&D institutions, such as conciliation of professional life, recruitment and career progression, gender equality in decision-making processes and prevention of harassment, the CIIMAR Gender Equality Plan¹⁰ covers the following main areas:

01) Balance between personal and professional life and organizational culture: to promote gender equality in the organizational environment, ensuring an open and inclusive working environment that allows a balance between professional and personal life;

02) Gender balance in leadership and decision making: continue to ensure women's participation in leadership and decision making;

03) Gender equality in recruitment and career progression: ensuring that men and women have equal opportunities in their career development;

04) Gender mainstreaming in research content and advanced training: incorporating gender issues in research;

05) Measures against gender violence, including sexual harassment: ensure institutional policies on sexual harassment and other forms of gender violence.

In this scope, training actions should also be implemented for all employees, and the implementation of the measures listed in the Gender Equality Plan should continue.

3.3. Respect between employees and for employees

3.3.1. Harassment

CIIMAR as a leading research and advanced training institution working at the frontier of knowledge and innovation, promotes the personal and professional valorization of its collaborators, guaranteeing a safe and healthy environment.

¹⁰ [Gender Equality Plan](#)



It also recognizes that respect for the collaborator and between collaborators is fundamental to stimulate team work, increase productivity, encourage creativity and innovation, develop professional maturity, increasing in this way the motivation of all collaborators.

In order to prevent, detect and act against any form of harassment, namely: mobbing, bullying, moral harassment, psychological harassment, psychological terror or sexual harassment, has implemented a zero tolerance policy.

In addition to promoting a protective environment, CIIMAR has produced a set of tools aimed at strengthening the prevention of and fight against harassment at work, in conjunction with the provisions of the Labour Code. Therefore, the Gender Equality Plan¹¹ and the Regulations on Good Conduct, Prevention and Combating Harassment at Work¹² have been outlined.

3.3.2. Professional Development

CIIMAR supports training initiatives for its employees to complement their skills and encourages reflection on their current functions and short, medium and long-term objectives. Professional or academic training is encouraged and recognized in the context of competence recognition.

Annually, goals/objectives are defined for each of the services in the scope of the implementation of the ISO 9001 Standard, which are regularly monitored. The monitoring of the objectives periodically allows the evaluation of the state of play so that more ambitious objectives and goals that continuously challenge the collaborators can be gradually defined.

CIIMAR encourages creativity and initiative from its collaborators, enabling the presentation of new ideas directly to the Direction or through the "Suggestion Box" available in CIIMAR coffee room.

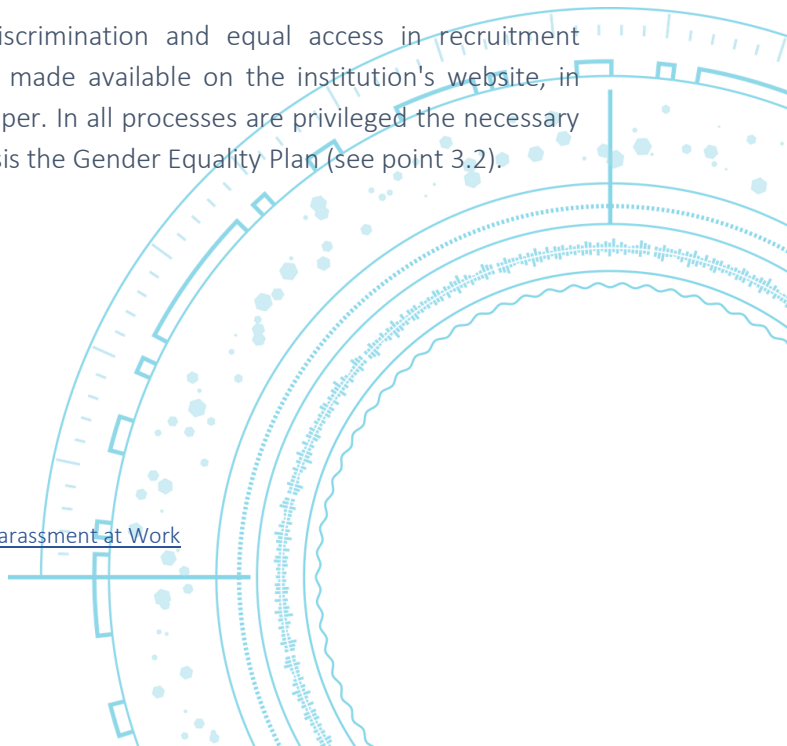
The performance evaluation process is one of the goals to be achieved in the short/medium term, in order to allow the career evolution of its collaborators.

3.4. Recruitment and selection

CIIMAR actively promotes a policy of non-discrimination and equal access in recruitment competitions for any career. All recruitments are made available on the institution's website, in EURAXESS and in some cases, in a national newspaper. In all processes are privileged the necessary skills to perform the function having always as a basis the Gender Equality Plan (see point 3.2).

¹¹ [Gender Equality Plan](#)

¹² [Regulation on Good Behaviour, Prevention and Combating Harassment at Work](#)



4. Environment

4.1. Environmental policy and environmental management system

CIIMAR, as a research centre in marine and environmental sciences and technologies, recognizes that the adoption of sustainable development practices in its management, as well as in the research it produces, is fundamental. Therefore, we intend to integrate environmental criteria as determining factors in the creation of value and in the sustainability of our research, innovation, advanced training, support to public policies and dissemination of knowledge activities, supporting and strengthening our strategy and image. Within the scope of CIIMAR environmental policy, we have assumed three fundamental commitments:

- i) Compliance with environmental legislation;
- ii) The adoption of a proactive attitude and measures to prevent pollution;
- iii) Continuous improvement of environmental performance.

In this sense, an environmental management plan is being prepared to promote eco-efficiency in CIIMAR operations, minimizing consumption of materials, energy and other natural resources; integrating environmental criteria in the process of selecting suppliers and subcontractors, assuming the role of an agent of change in the value chain, and collaborating with corporate clients and suppliers in risk management and the improvement of their environmental performance; play an active role in the society's response to environmental problems such as climate change, resource scarcity and biodiversity conservation, seeking to foster collaboration with partners who share the same values.

CIIMAR is an active member of Green Labs Portugal¹³, an association that aims to promote and support the creation of sustainability initiatives in laboratories and foster collaborations between the various institutions. By bringing together motivated teams in Portugal and encouraging the sharing of knowledge and resources on sustainable laboratory practices, it is hoped to drive changes in the Portuguese research community towards implementing more environmentally conscious research practices. CIIMAR Green lab aims to reduce the ecological footprint of our research centre associated with laboratory work, such as energy and water expenditures and recyclable urban waste.

Environmental responsibility is fundamental to the course of research activities. It is our commitment to continue to establish environmental management policies for the conservation of natural resources, reduction of our environmental impact, contributing to a more sustainable future.

¹³ [Greenlabs Portugal](#)

4.2. Water and energy

CIIMAR is developing a water and energy saving strategy, both in research activities and in the Centre's management and administration activities, in order to decrease its environmental footprint. The implementation of measures to reduce water and energy consumption is crucial to achieve our goals. The evaluation of the evolution and efficiency of the adopted measures will be carried out through accurate and rigorous indicators, namely the regular recording of water and energy meter data.

4.3. Waste and recycling

Waste management policies have evolved towards the sustainable management of materials in order to protect, preserve and improve the quality of the environment, protect human health, ensure prudent, efficient and rational use of natural resources, reduce pressure on the regenerative capacity of ecosystems, promote the principles of the circular economy, enhance the use of renewable energy, reduce dependence on imported resources, provide new economic opportunities and contribute to long-term competitiveness.

With regard to municipal waste, we have differentiated containers for recycling paper, plastic and glass at strategic points throughout CIIMAR. Chemical and biological waste (which can be dangerous for the environment) are also part of the normal course of the research activities promoted. The management of this type of waste is done with the aim of avoiding and minimizing negative impacts on public health and the environment. We deal conscientiously with hazardous waste, in accordance with the General Regime for Waste Management. Waste is classified according to the European Waste List (EWL), in order to enable better management and monitoring of the waste generated. This chemical and biological waste is collected by a specialized company and subsequently treated, and can be refined, reused or discarded.

CIIMAR is also responsible for the recognition and substitution of environmentally hazardous chemical products by new products with less environmental impact or for the implementation of alternative laboratory techniques that do not require these products. The cooperation and knowledge sharing among all enables the identification and monitoring of technological advances, allowing the implementation of improvements that safeguard the environment.

5. Society

5.1. Volunteering

Volunteering is fundamental to community resilience, solidarity and social cohesion, citizenship and environmental responsibility. It is a powerful demonstration of how solidarity put into practice



can build a better world for all and where everyone can contribute their time, knowledge and energy towards peace, well-being and development ¹⁴.

CIIMAR fosters the volunteering spirit in its members, either through centrally organized actions or by organizing external activities with this aspect. Examples of these activities are the beach cleaning activities integrated in the World Cleanup Day that take place annually or the activities organized by the Centre for Environmental Monitoring and Interpretation (CMIA) of Matosinhos and Vila do Conde, which are scientifically coordinated by CIIMAR. Several actions have also been organized to support the Food Bank against Hunger, refugees from Ukraine and various social solidarity institutions.

5.2. Education – School support

CIIMAR has an extensive educational programme ¹⁵ aimed at schools of various levels of education that is updated annually. This programme includes visits to CIIMAR, lectures, field trips, experimental activities and games, conversations with scientists, beach clean-ups, construction of ponds and training sessions for teachers. These activities aim to promote scientific literacy and increase knowledge and awareness on global environmental issues, thus promoting a more informed society committed to adopting more sustainable behaviours. Additionally, CIIMAR coordinates two Environmental Monitoring and Interpretation Centres (CMIA in Matosinhos¹⁶ and CMIA in Vila do Conde¹⁷), with diversified and complementary programmes for all publics, especially schools. Each year, two to three exhibitions are held that include complementary activities such as workshops in the respective facilities, schools or in the field. CIIMAR and the two CMIAs produce several itinerant exhibitions that can be requested by schools and other institutions interested in the promotion of scientific literacy. Besides the partnerships previously mentioned, CIIMAR develops educational activities in partnership with the City Councils of Porto and Matosinhos, the Water Pavilion, LIPOR, Ciência Viva, the Aquamuseum of the Minho River, the Aguda's Coastal Station and the European Marine Board. CIIMAR is also a member of ECSITE - European Network of Museums and Science Centres which promotes scientific dissemination.

5.3. Communication Policy

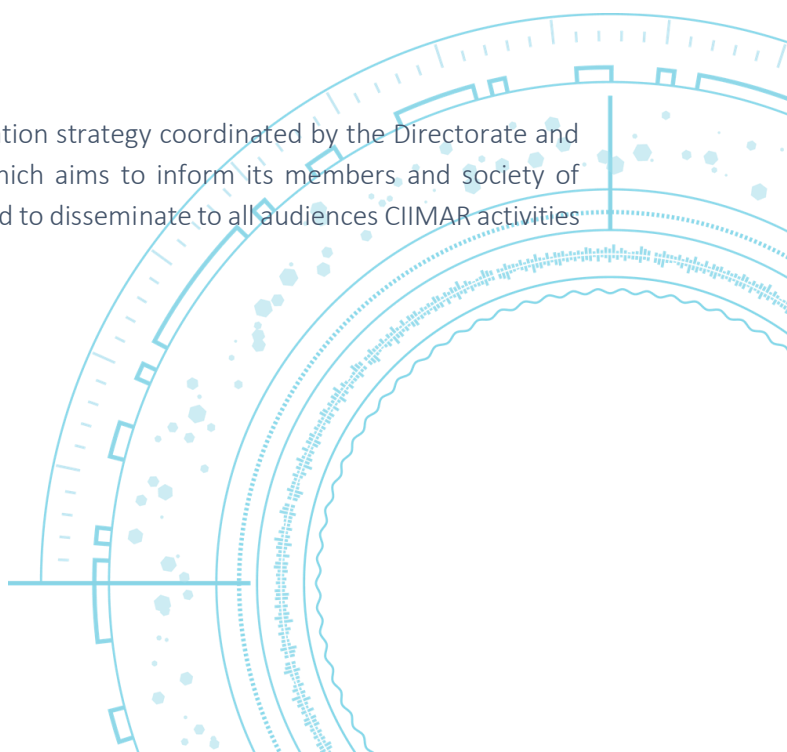
CIIMAR has an internal and external communication strategy coordinated by the Directorate and centralized through the Communication Office, which aims to inform its members and society of activities, initiatives and opportunities of interest and to disseminate to all audiences CIIMAR activities

¹⁴ <https://eurocid.mne.gov.pt/voluntariado>

¹⁵ [CIIMAR Educational Programme 2022-2023](#)

¹⁶ [CMIA Matosinhos](#)

¹⁷ [CMIA Vila do Conde](#)



and research results. Internally, communication is carried out through information disseminated through email lists, the CIIMAR website and social networks, as well as through printed communication distributed in places of common use for the dissemination of information and specific campaigns. Externally, the media (newspapers, radio, television), social networks (Facebook, LinkedIn, Instagram, Twitter), CIIMAR website (www2.ciimar.up.pt) as well as information directed to mailing lists are privileged. In all these activities, CIIMAR and the two CMiAs act in compliance with Law no. 67/98 on Personal Data Protection.

6. Market

6.1. Products and Services

CIIMAR, through its research and innovation activities, aims to develop products, processes and services that have social and economic impact and can contribute to the goals set out in the United Nations Sustainable Development Goals (SDGs). Also in this sense, the implementation of EN ISO 17025 (accreditation of processes/analysis) and NP 4457 RDI (Management of Research, Development and Innovation) has been prepared.

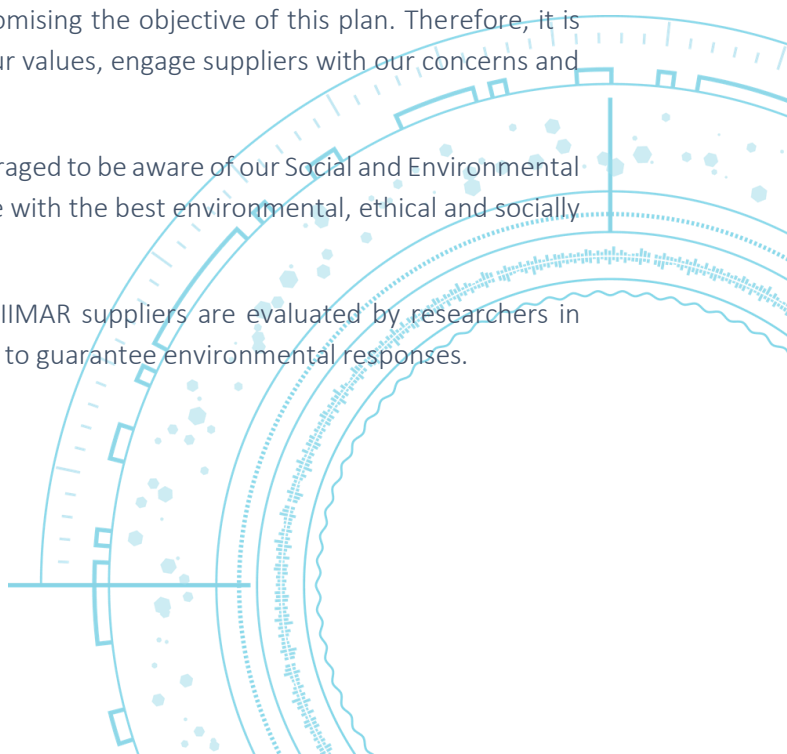
6.2. Suppliers

In order to contribute to the construction of a better and more sustainable world, trying also to reduce the impact and increase the quality of our activities, CIIMAR intends to establish lasting relationships with its suppliers in order to find partners that, besides complying with applicable legislation and regulations, also share our principles of integrity, humanism, rigour, cooperation, honesty, transparency and environmental and social responsibility.

Although our suppliers are independent entities, we understand that their practices and actions can significantly impact CIIMAR reputation, compromising the objective of this plan. Therefore, it is essential that we communicate assertively about our values, engage suppliers with our concerns and monitor the agreed practices.

By cooperating with CIIMAR, suppliers are encouraged to be aware of our Social and Environmental Responsibility Plan and commit to act in accordance with the best environmental, ethical and socially responsible practices in all their operations.

Currently, and within the scope of ISO 9001, CIIMAR suppliers are evaluated by researchers in relation to our requirements, which may be revised to guarantee environmental responses.



7. Evaluation of the performance of the entity in the practice of social and environmental responsibility

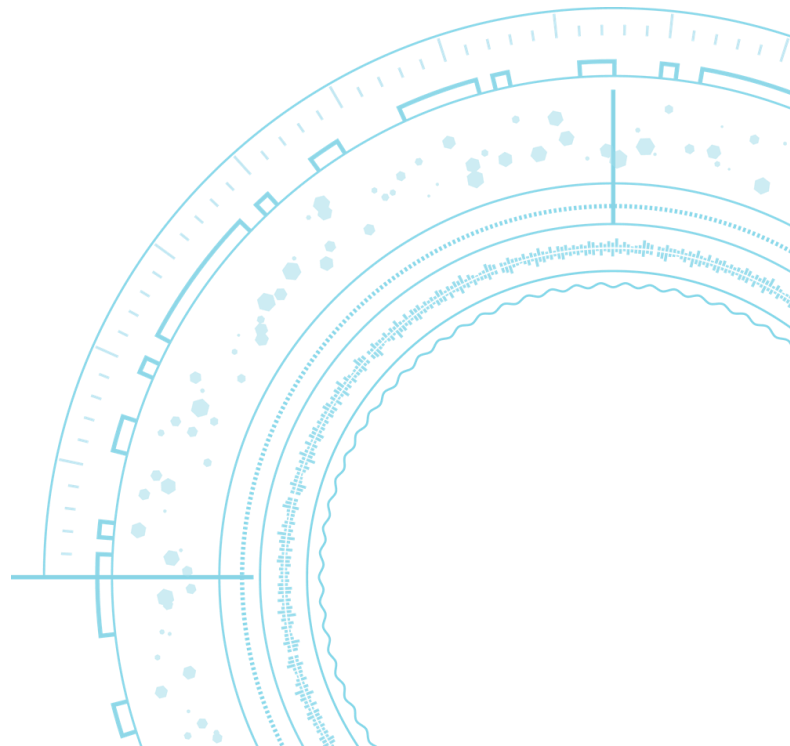
The evaluation of CIIMAR performance, with regard to Social and Environmental Responsibility, aims to monitor the implementation and achievement of the goals set out annually. This evaluation shall:

- 1) assess the status of CIIMAR in relation to the mission and goals;
- 2) analyse the recommendations of the previous evaluation;
- 3) identify new or more realistic priorities that CIIMAR may achieve in the next period.

The evaluation may be a formal process that includes interviews, questionnaires and other resources. It may also involve listening to stakeholders on the components that concern them directly.

After this process, the result of the evaluation should be shared in order to obtain objective and structured comments. Finally, the result should be disseminated namely through the annual report on social and environmental responsibility of CIIMAR, using the methodology described in the sustainability reports of the Global Reporting Initiative (GRI)¹⁸.

¹⁸ [Global Reporting Initiative](#)



List of CIIMAR annual objectives and indicators under the Social and Environmental Responsibility Plan

SCOPE	OBJECTIVE	ACTION	INDICATOR	ANNUAL TARGET
INSTITUTIONAL DIMENSION				
<i>Cohesive and open organizational culture</i>	Promoting the participation and involvement of employees in CIIMAR transversal issues	Carrying out initiatives to involve and stimulate the participation of employees in matters relating to CIIMAR	N.º of initiatives	2
	To stimulate organizational well-being through the dynamization of a space for sharing between employees	CIIMAR Fridays: sharing on topics of general interest (health and well-being, personal development, environmental awareness, etc.) on the last Friday of each month;	N.º of activities	10
		Holding institutional events and team building actions to promote team spirit and organizational cohesion	N.º of activities	1
		CIIMAR get-together: cultural visits, sporting activities in advantageous conditions and events such as celebrations of festive dates, fairs and competitions;	N.º get-together	5
	Clarification and supervision of employees in matters related to their rights and duties	Carrying out clarification actions and/or producing informative leaflets about the rights and duties of employees (e.g. work accidents and professional illnesses; use of the time balance, etc.)	N.º of actions	1
		Design of internal rules for the organizational framework of the employee during and after prolonged absence due to illness/accident	Implementation time (days)	150
<i>Promote measures to reconcile work and family life</i>	Create conditions for the conciliation of professional, family and personal spheres	Conclusion of various protocols in the geographical area where the CIIMAR facilities are located	N.º of protocols	4
		Creation of workshops/activities for employees' children, especially during school breaks	N.º of initiatives	2
		Adoption of a set of work organization measures that encourage conciliation of the different aspects of employees' lives	Nº de actions	1
	Inform and raise awareness among employees on Social and Environmental Responsibility issues	Carry out information and/or awareness raising initiatives on Social and Environmental Responsibility	Nº actions	2
		Availability of the "Suggestion Box"	Nº of boxes	1

SCOPE	OBJECTIVE	ACTION	INDICATOR	ANNUAL TARGET
<i>Guide towards values such as solidarity and citizenship</i>	Prevent harassment in the work context	Monitoring of the application of the Code of Conduct for the Prevention and Combating of Harassment in the Workplace	N.º of incidents	N/a
	Adhere to and establish partnerships with accredited institutions in terms of good practices in the area of social and environmental responsibility	Adhere to the Social Responsibility Network - RSO	Implementation time (days)	30
	Clarification and supervision of employees in matters related to their rights and duties	Perform clarification actions and/or produce information leaflets on employees' rights and duties (e.g. work accidents and professional illnesses; use of time sheets, etc.)	N.º of actions	1
		Design of internal rules for the organizational framework of the employee during and after prolonged absence due to illness/accident	Implementation time	300
SOCIAL DIMENSION				
<i>Improve working conditions for the whole team</i>	Welcome and integration of new employees	Design of the "Welcome and integration manual for new employees" in digital format	Time of conception (days)	180
		Conception/revision of the "Grant Holder's Guide".	Time of conception (days)	180
		Revision of the "Survival Guide" aimed at PhD students	Time of revision (days)	180
		Dissemination of the Graphic Identity Manual	Time of dissemination	180 days
<i>Contribute to health protection and risk prevention</i>	Encourage healthy eating and physical activity	Promote the implementation of measures to reduce foods with excessive salt and sugar content in vending machines	Nº. measures / implementation time (days)	1/ 90
		Initiatives to promote physical activity	N.º of initiatives	4
	Provide occupational medicine services	Medical consultations and auxiliary diagnosis means	% of employees covered	100
	Develop life safety actions	Design of the Internal Emergency Plan	Implementation time (days)	300

SCOPE	OBJECTIVE	ACTION	INDICATOR	ANNUAL TARGET
		Assessment of ergonomics at workstations and implementation of appropriate measures	N.º of measures	2
<i>Contribute to social solidarity actions and/or to society</i>	Carrying out social responsibility activities and campaigns	Campaigns to collect goods in favour of Social Solidarity Institutions (e.g. food, clothing, books, toys, computer equipment)	N.º of initiatives	2
		Environmental volunteering activities	N.º of initiatives	2
		Environmental literacy and education activities with schools	N.º of initiatives	150
		Organization of exhibitions, lectures and major public events aimed at the community	N.º of initiatives	10
		Citizenship and social solidarity actions (e.g. donate bone marrow or blood)	N.º of initiatives	1
<i>Valuing people, their skills and know-how</i>	Implementation of a training programme	Conducting seminars/lectures targeted at specific trainings	Nº of initiatives	2
	Recognition and valorization of skills	Implementation of the Regulation for the performance evaluation	Implementation time (days)	300
ENVIRONMENTAL AND ECONOMIC DIMENSION				
<i>Raise awareness and encourage the adoption of good environmental practices</i>	Ensure the effectiveness of the Energy Efficiency Plan	Drawing up the Energy Efficiency Plan	Conception time (days)	120
	Disseminate CIIMAR GreenLab initiatives	Create an area of environmental responsibility, by CIIMAR GreenLab, for the dissemination of initiatives and good practices on the CIIMAR website	N.º of initiatives	10
		Carry out awareness raising actions for the adoption of good environmental practices	N.º of initiatives	3
	Reduce consumption (water, electricity and waste)	Dissemination of efficient measures for responsible use of electricity and water	N.º of initiatives	4
	Contribute to the social fabric through voluntary work	Carrying out corporate volunteer work in conjunction with other entities, such as: collecting goods, cleaning beaches, forests, planting trees, small repairs and painting in institutions in need, blood donation campaigns in partnership with the Portuguese Blood Institute	N.º of actions	2

SCOPE	OBJECTIVE	ACTION	INDICATOR	ANNUAL TARGET
<i>Promote the efficient use of resources and reduce environmental impact</i>	Reduce paper and printing consumables consumption	Implementation of initiatives to reduce paper consumption and printing consumables	Nº of initiatives	2
	Stimulating recycling and social and environmental contribution	Ensure recycling as well as final disposal of products, equipment and others, such as: glass, batteries and IT equipment	Nº. of products (or types) recycled	5
	Reducing the use of single-use plastics	Implementation of initiatives to reduce the use of single-use plastics	Nº of initiatives	2
	Collect paper and cardboard to donate to the Food Bank	Creation of a new space for the correct storage of cardboard and paper	Nº of initiatives	4
<i>Enhance environmental sustainability measures</i>	Ensure bicycle parks in the CIIMAR building Create a dedicated space for bicycle parking and place structures for correct parking	Implementation of bicycle parking facilities	Time to provide bicycle parking (days)	180
	Communication and dissemination of measures taken at CIIMAR	Extending the environmental dimension measures applied at CIIMAR to the CMiAs	Time to implement measures (days)	120