

# The Environmental Policy

a commitment to  
continual environmental improvement  
and pollution prevention

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# Environmental policy

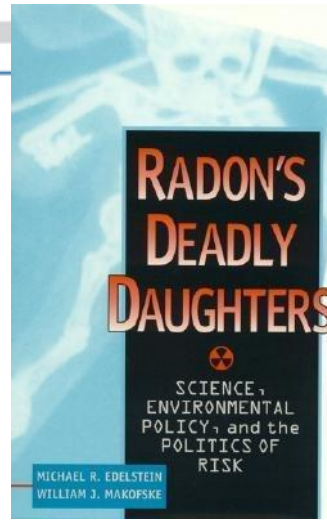
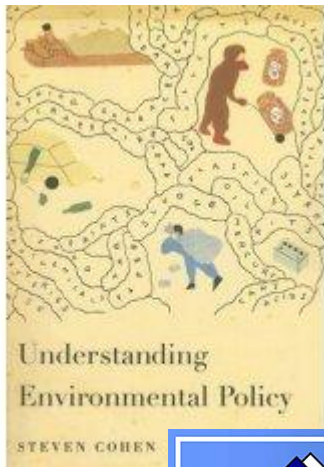
## Main goal

- Knowledge of
  - the concept of environmental policy
  - how to develop a policy for your company

## Agenda

- What is an environmental policy and its purpose ?
- What makes a good and appropriate policy?
- How do you develop an environmental policy?
- Who should participate in the process ?
  
- Exercise – evaluation of environmental policies, group discussions





# Environmental Policy

**Environmental policy**

As a responsible corporate entity, Baker Tilly Hong Kong recognizes and accepts that we have a responsibility to the environment and the community. Our company is therefore committed to ensuring that environmental considerations are an integral part of our daily operations and we have adapted the following guidelines to promote the protection of the environment:

- Monitoring of compliance with all applicable environmental legislation, standards and regulations;
- Promoting sustainability by ensuring resources in the control of our operations;
- Seeking continual improvement in the efficient use of energy and other natural resources;
- Establishing practical and measurable goals for environmental performance;
- Commitment to communicating the company's environmental policy and management strategy to staff, business partners and clients;
- Pursuing a programme of continual improvement to lower the carbon footprint that our operations may have on the environment.

This policy will be reviewed regularly to ensure conformity with contemporary environmental protection initiatives.

Andrew Oi Kwan  
Managing Director  
Baker Tilly Hong Kong



## Environmental Policy Statement

We, the Associates of PRO-TEC Coating Company, recognize our responsibility to the Environment and are committed to the implementation of practices that will promote environmental compatibility.

Our environmental goals are to prevent and reduce pollution through established measurable environmental targets and objectives. We will continually improve environmental management activities and processes and evaluate technologies to meet or exceed environmental compliance with all relevant laws, regulations, and other requirements, as well as promote conservation of natural resources.

We are committed to:

- P**revention and
- R**eduction of pollution through
- O**ngoing
- T**echnological controls,
- E**nvironmental compliance, and
- C**onservation practices.

NOTE: The environmental policy is documented, implemented, maintained, and communicated to all Associates through various methods and is made available to the public upon request.

environmental policy  
sustainability, recycling, responsibility...



/environmental policy

# Environmental Policy

IWATSU (Malaysia) Sdn. Bhd. stated that our basic philosophy is to carry out environmental friendly business activities taking environmental protection as a top priority, recognizing that global environmental issues that should be given the highest priority. Our management system, recognizing that we manufacture various electronic products / services, is designed to protect and preserve the environment.



An Environmental Policy to Stand By



1300 85 31 80

# Environmental policy

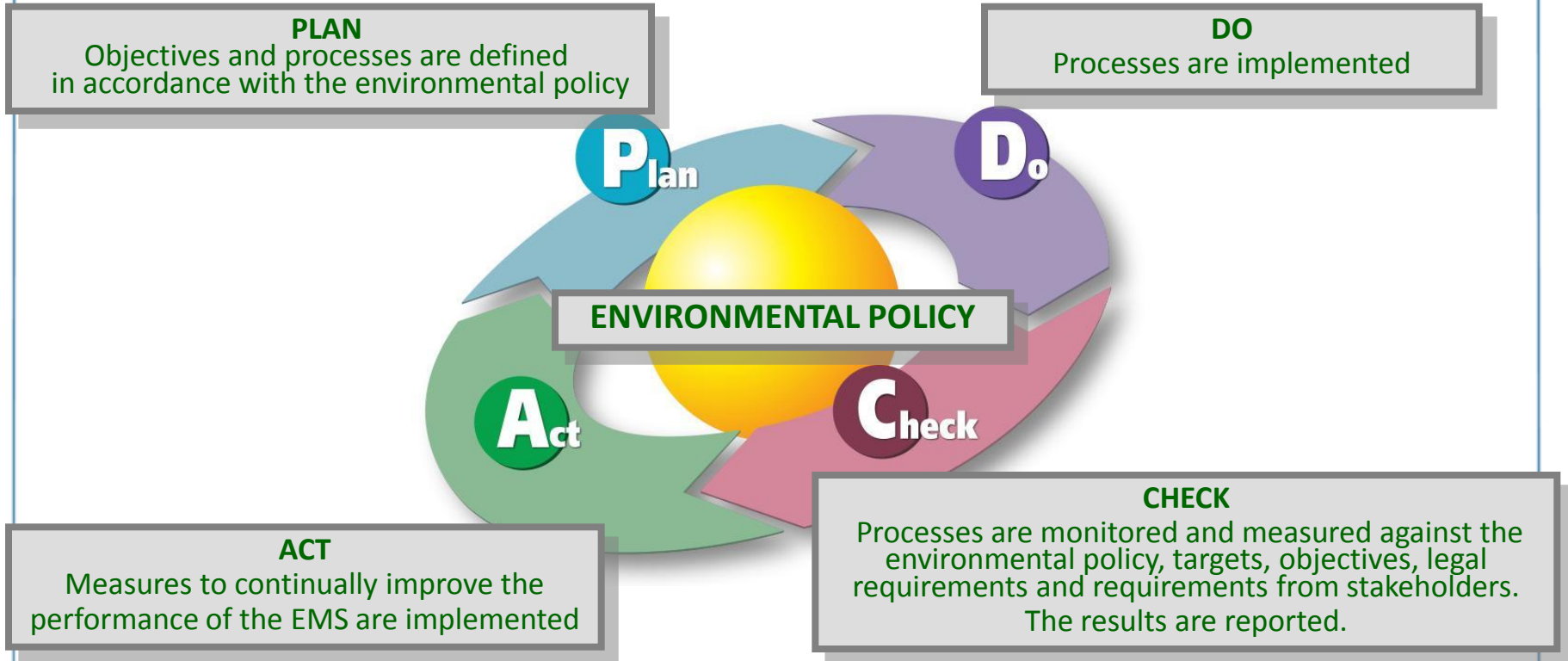
- An environmental policy is a written statement outlining a company's mission, principles and aims behind the objectives, targets and programme of the environmental management system.



# Environmental Policy - the “driving force” of EMS

Top management environmental commitment

and supervisory instruction for the environmental work



# Environmental policy

For companies intending to obtain ISO 14001 and/or EMAS certification, the environmental policy is a vital document

## The policy

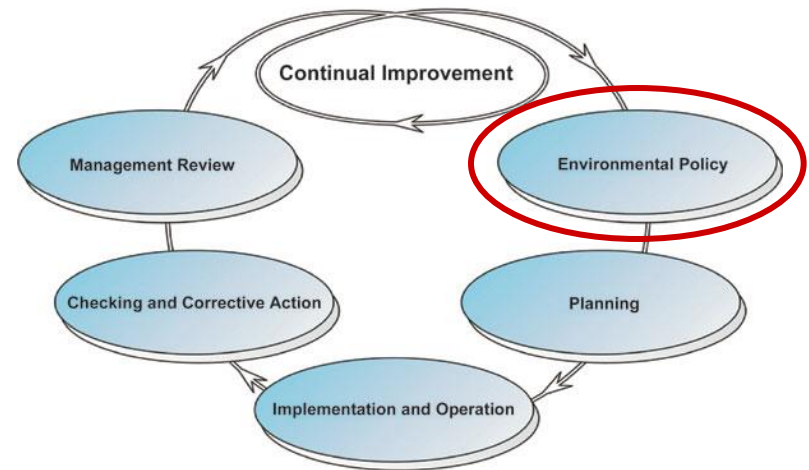
- states the company's aims and objectives and forms the basis for its Environmental Management System (EMS).
- should be endorsed and actively supported by senior management and accepted by all employees
- allows management to communicate its environmental ambitions and objectives to employees and other interested parties, including shareholders, customers and suppliers
- should be part of the business strategy



# Environmental Policy

## ISO 14001 definition

- “Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management”
- Provides a **framework for action** and for setting of **environmental objectives** and **environmental targets**



## Environmental Policy - ISO 14001 requirements

Top management shall define the organizations environmental policy and ensure that, within the defined scope of its environmental management system, it

- a. is appropriate to the nature, scale and environmental impacts of its activities, products and services
- b. includes a commitment to continual improvement and prevention of pollution
- c. includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects
- d. provides the framework for setting and reviewing environmental objectives and targets
- e. is documented, implemented and maintained
- f. is communicated to all persons working for or on behalf of the organizations
- g. is available to the public

# Environmental policy

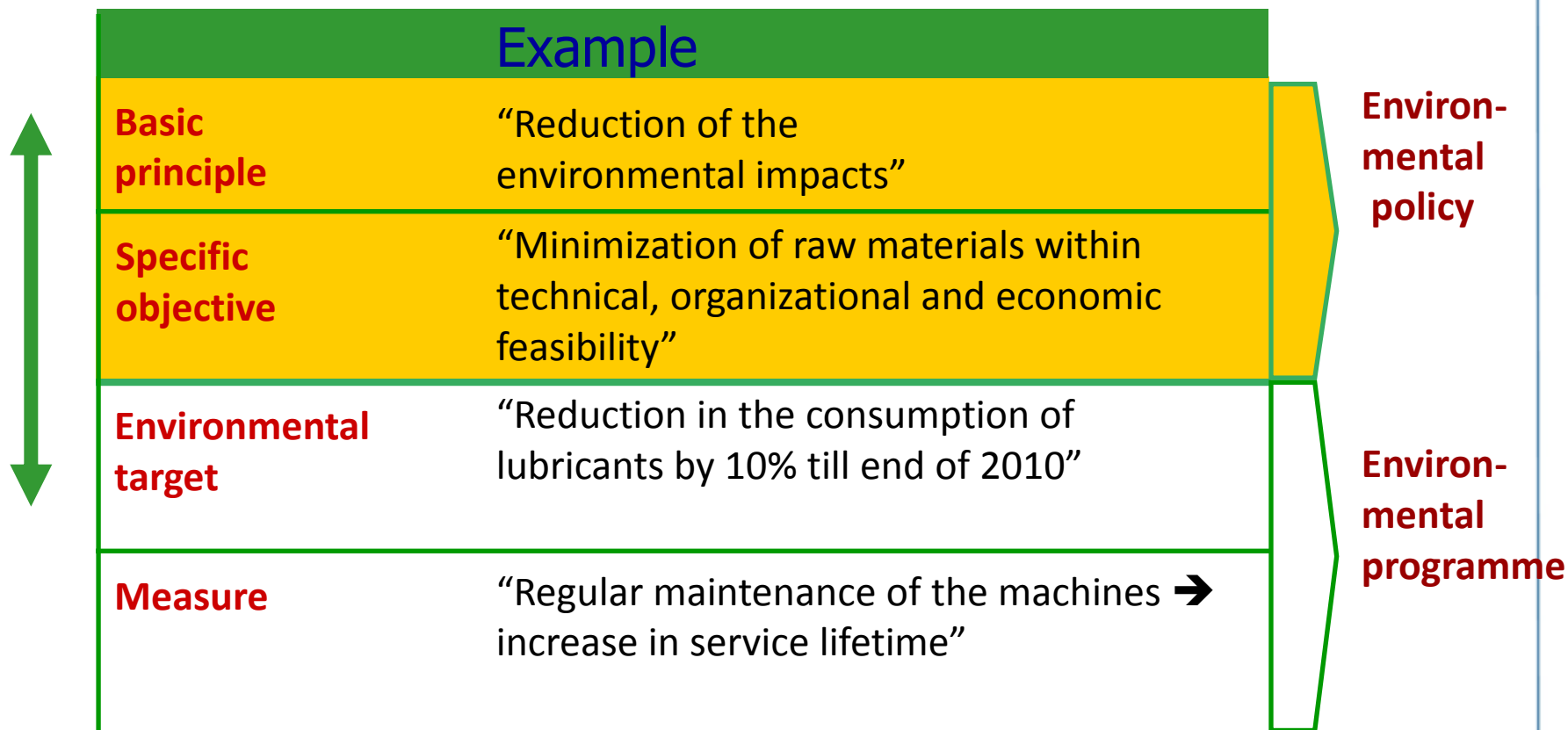
## Content to fulfil ISO 14001



- Principles of action
  - Assessment of environmental effects of products and processes
  - Avoidance and reduction of environmental pollution
  - Saving of resources
  - Avoidance of emissions due to accidents
  - Fostering the responsibility of employees
  - Information and training of employees
  - Information to the public
  - Inform the customers about the environmental aspects of the products
- Compliance with all environmental laws and regulations
- Continuous improvement of the company's environmental performance
- Reduction of the environmental impacts by economically feasible use of best available technology

“provides the framework for setting and reviewing environmental objectives and targets”

Environmental policy - objective - target – measure



# Environmental policy – key elements

Key elements to be addressed	Example from a brewery; Cheers Beers Ltd
<ul style="list-style-type: none"> <li>• <b>specific company-relevant environmental impacts</b></li> </ul>	<p>Energy and water are indispensable resources in our production process. We commit ourselves to use these resources in the most efficient and least wasteful way.</p>
<ul style="list-style-type: none"> <li>• <b>express commitment to reduce environmental impact</b></li> </ul>	<p>We aim to avoid or minimize waste and emissions or to dispose of them in an environmentally friendly way.</p>
<ul style="list-style-type: none"> <li>• <b>key environmental issues of the business, with consideration of product life cycle</b></li> </ul>	<p>Air emissions are one of our biggest concerns. We continuously strive to minimize the release of harmful substances through application of appropriate operational procedures and implementation of new technologies.</p>
<ul style="list-style-type: none"> <li>• <b>human resources and training</b></li> </ul>	<p>It is our special concern to motivate our employees to produce high quality products using environmentally sound processes.</p>
<ul style="list-style-type: none"> <li>• <b>best available technology (BAT) and continuous improvement</b></li> </ul>	<p>It is our aim to continually improve all processes especially with regard to environmental protection. We will adopt the best available technology as long as economically feasible in order to continually improve our quality and environmental standards.</p>
<ul style="list-style-type: none"> <li>• <b>commitment to (environmental) legal compliance</b></li> </ul>	<p>The basis of our environmental responsibility is the obligation to comply with all legal requirements.</p>
<ul style="list-style-type: none"> <li>• <b>communication and information of the public</b></li> </ul>	<p>In communicating with our clients, employees, authorities and the public, we will be open and give correct information with regard to our information policy.</p>

# Environmental policy

## Internal use



### Management

- Committed to environmental protection
- Environmental protection with a strategic orientation (not only individual or occasional actions)

### Employees

- Know that the management supports the environmental objectives/targets
- Are informed about environmental principles, aspects and targets
- Understand own impact and the importance of contributing to better environmental performance, and how to do this

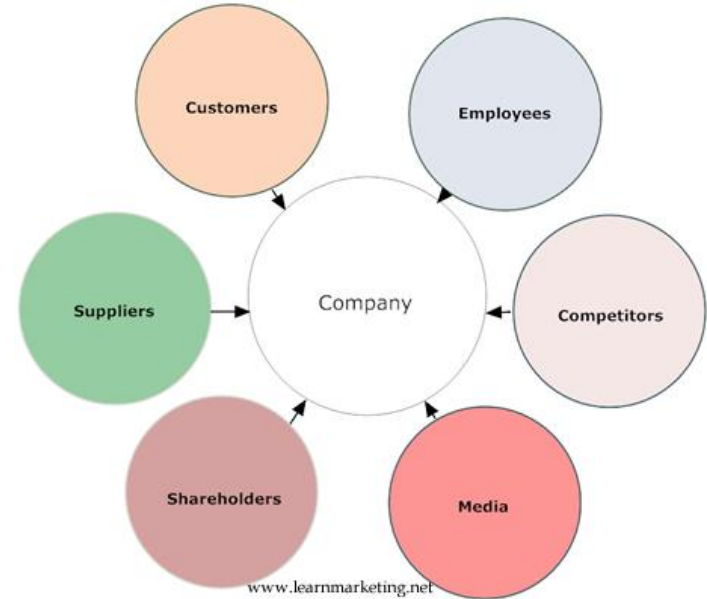
### Environmental manager

- Authorization and priority to environmental projects in the company
- Can request resources for the implementation of the goals

# Environmental policy – External use

## Communication of the environmental policy to external stakeholders

- Customers
- Suppliers
- Authorities
- Neighbours
- Media
- Environmental groups, NGOs



# Environmental policy

## development - step by step -

	STEP	Description
1	<b>Analyse the requirements for the environmental policy</b>	Evaluate the requirements in ISO 14001 Check other relevant documents: requirements and other policies in the company, parent groups, key customers or competitors
2	<b>Make an Environmental policy proposal</b>	Brief information; company mission and operations Include the requirements in the proposal
3	<b>Identify and evaluate aspects</b>	Identify, evaluate and give preference to environmental aspects
4	<b>Include significant aspects in the policy</b>	The policy must clearly state the company's activities and their significant impacts
5	<b>Define environmental objectives</b>	Discuss with heads of department whether the policy can be used as basis for the definition of environmental objectives
6	<b>Issue the environmental policy</b>	Management approval of the final version of the policy. Plan the communication with employees and the external public (stakeholders)

# Developing an environmental policy

## - some tips and basic rules

- collect and review examples of policies, select format and style appropriate to your company
- avoid copying; the policy should reflect your business and your culture
- keep the policy short (preferable not more than one A4 page)
- the policy is meant for internal and external publication, make it easy to read and understand
- make the policy realistic, achievable and relevant to your company, not too visionary!
- demonstrate commitment to the policy and have it signed by top management
- make the policy available on your website
- make sure that new employees and suppliers know the policy
- keep the policy updated



# Environmental policies

## Summary of contents

- Common strategic orientation of the company
- Saving of resources
- Compliance with legislation
- Communication and information to the public
- Responsibility and training of employees
- Commitment to continuous improvement
- State of the art
- Specific company-related environmental effects
- Commitment of the management

(Ref UNIDO Cleaner production toolkit)



# Thank you for your attention!



Questions?  
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# Evaluation of environmental policies

## Exercise in groups

### Theme

- The environmental policy – what makes it a good driving force for the EMS and the environmental work?

### Task

- Use the guiding questions, and evaluate 3-4 of the examples of environmental policies in your handouts
- Write down your comments

### Time

- 30 - 40 minutes



# Evaluation of an environmental policy

## What make an environmental policy good?

If the answers are “yes/positive” to these questions, the environmental policy is good:

- Are all mandatory contents covered? Is the policy “complete” in terms of the content?
- Can the policy be understood by every employee?
- Is the policy company-specific?
- What do **you** particularly like or dislike about the policy?
- Can the policy be lived up to by the company?
- Does the policy address continuous improvement?
- Does the management signal personal commitment?
- Does the policy have a strategic orientation and particular focus?
- Does the policy give an overall good impression?