The Emirates Academy of Hospitality Management
Environmental Policy

Applicable to
All EAHM Departments / Colleagues / Areas of Operation

Policy Owner
TBA

Related Documents
Dubai Municipality (DM) - Local Order 61 of 1999
Available documents on DM website

Definitions and Abbreviations
DM – Dubai Municipality; EMP – Environmental Management Plan
EAHM – The Emirates Academy of Hospitality Management

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EAHM

Statement of Intent

EAHM is committed to becoming a truly environmentally friendly company that sees the Environment as an essential element in its business. We strive to continuously improve our performance to reduce the impacts we have on the environment by making it a key part of our business strategy. It is our vision to be recognized as a socially responsible company that makes a difference in everything we do.

General Statement

For EAHM the above translates into main areas on which we will focus:

- Minimizing the immediate impact we have on the environment by reducing the consumption of resources, setting up sustainable waste minimization and recycling programs and using more environmentally friendly products
- Setting of objectives and targets to enhance and monitor our performance
- Complying with the requirements of environmental legislation (DM - Local Order 61 of 1999) and approved codes of practice (DM - Code of Good Environmental Practice for Hotels and Tourism Operators in Dubai)
- Raise awareness, encourage participation and train colleagues in environmental matters
- Expect similar environmental standards from all suppliers and contractors.
- Involve and interact with the local community
- Participate in discussions about environmental issues
- Review this policy as seen necessary, or when legislation changes occur and at least annually

This statement represents our general position on environmental issues and the policies and practices we will apply in conducting our business. The Environmental Policy is accessible to all staff and students via the EAHM Intranet and to other interested parties on request.

Position: Managing Director

Date: May 2009
2.3 **SUMMARY OF RESPONSIBILITIES**

2.3.1 **MANAGING DIRECTOR**

Responsible for:
- overall Environmental Management Plan (EMP) within EAHM;
- ensuring adequate resources (human, financial and equipment) are made available;
- ensure that planning for environmental management is strategic;
- ensuring this policy is put into practice;
- ensuring environmental management standards are maintained/improved;
- will ensure this EMP is audited annually

2.3.2 **FINANCE MANAGER**

Responsible for:
- Ensuring the budgetary funds allocated by the Managing Director for environmental management are made available.

2.3.3 **CHIEF ENGINEER**

Responsible for:
- all activities that could have a potential environmental impact and each of the EAHM’s activities is to be considered,
  - Engineering / planning (design, procurement, etc.);
  - preventative maintenance;
  - onsite contractor services; and
  - Monitoring of activities i.e. Waste water, waste removal, specialized waste, etc.
- ensuring water quality monitoring systems and documented procedures are in place;
- ensuring all wastage of resources are minimized, reduced and documented;
- utilizing technology to reduce energy and water consumption;
- ensuring procedures are developed and maintained for harmful spill clean up’s;
- evaluation of substances to find alternatives with less harmful impact on the environment;
- Implementation of initiatives to meet environmental objectives and targets;
- Further drive, develop and implement sustainable waste management and recycling programs within all departments and areas and record their impact
2.3.4 **HEALTH AND SAFETY MANAGER**

Responsible for:

- Develop and communicate the Environmental Management Plan as per this policy;
- Co-ordinate all aspects of Environmental Management within EAHM;
- Establish Environmental objectives and targets;
- Identifying regulatory requirements and evaluate compliance within all departments.
- Implementation of this policy and all it amendments;
- Organizing regular environmental management committee (ENCO) meetings;
- Identifying and ensuring that the required environmental training is done;
- Establish campaigns to communicate our strengths and weaknesses to our colleagues.
- Ensure the Environmental Management system is reviewed to establish if it’s suitable, effective and adequate.

2.3.5 **DIRECTOR OF OPERATIONS AND OPERATIONS MANAGER**

Responsible for:

- Co-ordinate all waste minimization and recycling initiatives and consolidate all record keeping.
- Establish sustainable waste management and recycling programs within the Department.
- Provide advice and assistance to other departments on above initiatives.
- Implementation of initiatives to meet Environmental Objectives and targets;
- Ensuring environmentally friendly disposal of assets and garbage.

2.3.6 **DIRECTOR OF HUMAN RESOURCES & TRAINING MANAGER**

Responsible for:

- ensuring that relevant environmental management training is managed and recorded as well as communicated to Heads of Departments and colleagues;
- ensuring colleagues training files are update with the above;
- ensuring colleagues are aware of the environmental management policies and procedures during induction to EAHM;
- Source, schedule and promote suitable training programmes and initiatives

2.3.7 **DEAN AND HEADS OF DEPARTMENTS**

Responsible for:

- environmental management on a day to day basis – implementation of environmental management procedures, precautions and controls within their respective departments;
ensuring and encouraging the highest possible standards of environmental management within their department by effective communication and consultation with colleagues;

- monitoring the standards and effectiveness of environmental management within their departments;
- Evaluate which suppliers’ products and services impacts the environment;
- ensuring all colleagues attend the necessary environmental training sessions;
- Ensure that environmental impacts are addressed and recorded appropriately.

### 2.3.8 Students, Student Council

Responsible for:

- representing student interests and matters in discussions with the EAHM Management on environmental management or Welfare issues and providing their peers with appropriate feedback;
- ensuring regular environmental management checks are carried out within their areas of responsibility which include documentation;
- have an active input in day to day environmental management issues.
- The Student Council can nominate up to three delegates for ENCO

### 2.3.9 All Colleagues

Responsible for:

- co-operating with their Managers to achieve an effective environmental management system in the workplace;
- Reporting all environmental concerns to the Management at EAHM.
3.1 INFORMATION, INSTRUCTION AND SUPERVISION

- Environmental advice is available from:
  
  Corporate Social Responsibility Director, Environmental legal requirements publications, Dubai Authorities, Emirates Environmental Group, EAHM Health & Safety Manager

- Consultation with stakeholders is provided by:
  - ENCO meetings
  - Departmental representatives
  - Notice boards
  - EXCOM meetings
  - Environmental and CSR training sessions
  - Intranet site
  - EAHM Orientation training
  - Email’s

3.2 ENVIRONMENTAL COMMITTEE (ENCO)

All departments and the Student Council are represented at the ENCO meetings which occur quarterly. The committee will be responsible for keeping under review the measures taken to ensure EAHM is environmentally active by promoting initiatives which would benefit the Environment. The effectiveness of the Policy will be assessed at least annually.

3.3 USE OF SUBSTANCES

- The position responsible for identifying substances that could be replaced by another less harmful to the environment are:

  Heads of Department

- The position responsible for reducing the number of chemicals used in our business:

  Heads of Department / Health & Safety Manager

- The position responsible for ensuring new substances are environmentally friendly prior to purchasing it:

  Chief engineer / Operations Manager / Director of Operations / Central Purchasing
3.4 Emergency Procedures – Chemical Spills

The position responsible for:

- Ensuring a effective hazardous substances spill plan is established:
  Chief engineer / Health &Safety Manager

3.5 Monitoring

- To monitor our performance, we will:
  - carry out regular reviews;
  - Identify new legal requirements;
  - keep accurate records;
  - review our records quarterly;
  - review our strategy if any major change has been made to the operation;
  - Immediately act on notifications from authorities regarding environmental issues;
  - act on audit reports received from external bodies
  - display the required Environmental meeting minutes on our EAHM Environmental Team site.

3.6 Competency for Tasks and Training

- The position responsible for providing induction and awareness training are:
  Human Recourses / Training Manager, Department Heads, Health & Safety Manager

- The position responsible for providing job-specific training are:
  Heads of Department

- The position responsible for keeping training records are:
  Heads of Departments / Human Resources Manager

- The position responsible for identifying, arranging and monitoring training are:
  Human Resources Manager / Health & Safety Manager / Heads of Department
3.7 **Key Areas of our Business that is Identified to Impact the Environment**

- **Solid waste** – Paper, cardboard, plastic, printer cartridges, metals, glass, garden waste, ext.
- **Hazardous waste** – Hazardous chemical containers
- **Water Discharge** – to municipal sewer line
- **Utility usage** - Water and Electricity
- **Hazardous materials storage and handling** – Paint, paint products, acids, chemicals, gas

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