Jumeirah Creekside Hotel
Environmental Policy
Policy

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Applicable to

This policy applies to all colleagues, visitors, guests and suppliers

Policy Owner

Andrew Astley
Director of Engineering

Related Documents

SC&L Purchasing Policy
Jumeirah Creekside Hotel Sustainable Management Plan
Jumeirah Creekside Hotel Environmental Aspect Plan
Jumeirah Creekside Hotel Waste Management Plan
Jumeirah Global HR Policy
Jumeirah Business Conduct and Ethics Policy
UAE Federal Laws eg. UAE Federal Law no. 8, 1980 on the regulation of Labor relations.
Dubai Municipality Local Order 61, 1999, technical Guideline no. 5

Definitions and Abbreviations

Environmental aspects - are defined as the elements of our activities, products or services that can disturb the environment.

Significant environmental aspects - are those environmental aspects that have, or can potentially have, a significant negative impact on the environment.

Environmental Impacts - are defined as any change to the environment as a result of business activities, products or services.

Environment - is defined as the physical surroundings in which Jumeirah at Etihad Towers performs its operations.

Scope

This policy covers the following aspects of corporate social responsibility:

- Community Engagement and Development
- Promotion and preservation of cultural heritage and artifacts
- Respect for local populations
- Conservation and promotion of biodiversity
- Conservation of wildlife
- Employee Training
- Community Capacity Building
- Good Employment Practices
- Community Education
- Vocational Training

The hotel will define its own criteria to determine which aspects are “significant” and which are not. Additionally, all the aspects within the scope of this procedure that are regulated by law will be classified as significant aspects.
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**SECTION 1– POLICY STATEMENT**

Jumeirah Creekside Hotel is fully committed to reducing the impact we have on the environment by implementing a long and lasting strategy that is built on the protection of the environment.

The environment is an essential element to the core business function of Jumeirah Creekside Hotel, therefore we will continuously strive to improve our performance in identifying and reducing wasteful practices, include sustainability aspects into our day to day business activities and be judged on our accountability and transparency by establishing a defined program to manage and reduce the environmental impacts from Jumeirah Creekside Hotel operations and identified specific areas of focus.

**Our vision:** Committed to be the global market leader in inner city hotels through our sustainability practice and innovative leadership, creating a difference for all of our stakeholders.

**General Statement**

For Jumeirah Creekside Hotel the above translates into the following main areas on which we will focus:

- The reduction of Green House gases and Carbon Footprint
- Imbedding the Sustainability Management Plan
- Imbedding the Waste Management Plan
- Minimizing the immediate impact we have on the environment by reducing the consumption of natural resources, setting up sustainable waste minimization and recycling programs and using more environmentally friendly products.
- Setting of objective and targets to enhance and monitor our performance
- Complying with the requirements of environmental legislations – Dubai Municipality, Civil Defense, Ministry of Environment and Ministry of Health
- Raise Awareness, encourage participation and train colleagues in environmental matters, particularly the reduction of energy, water and gas
- Expect similar environmental standards from all suppliers and contractors and encourage them to operate in an environmentally friendly manner
- Involve and interact with the local community
- Participate in training and discussions about environmental issues
- Review this policy as necessary 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 colleagues via the Jumeirah Intranet (Mercury) and to other interested parties on request.
SECTION 2 - ENVIRONMENTAL MANAGEMENT PLAN

2.0 General Manager

Responsible for:

- Overall Environmental Management Plan within Jumeirah Creekside Hotel
- Ensuring adequate resources (human, financial and equipment) are made available
- Ensure that planning for the environmental management is strategic and in line with the Sustainability Management Plan
- Ensuring this policy is put into practice
- Ensuring environmental management standards are maintained and improved
- Setting key objectives and targets with strategic key performance indicators to reduce the use of natural resources

2.1 Director of Finance

Responsible for:

- Ensuring the budgetary funds allocated by the General Manager for environmental management are made available.

2.2 Director of Engineering

Responsible for:

- All activities that could have potential environmental impact with consideration for the following:
  - Engineering / planning (design, procurement, etc.)
  - Preventative maintenance
  - Onsite contractor services
  - Removal and onsite treatment of waste
  - Sustainability development

- 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, gas and water consumption
- Ensuring procedures are developed and maintained for potential chemical spill clean up
- Evaluation of substances to find alternatives with less harmful impact on the environment
- Implementation of initiatives to meet environmental objects and targets that meet Jumeirah Creekside Hotel strategy
- Ensuring no sources of contamination enters the environment (air, water, soil) by ensuring proper supervision and training for colleagues and contractors engaged with repair and maintenance tasks
- Establish sustainable waste management minimization and recycling programs and record their impact
- Liaison with Supply Chain and Logistics to ensure refrigeration/air conditioning units to be purchased is “ozone friendly” – no chlorofluorocarbons (CFC)
- Develop and communicate the Sustainability Management Plan and Environmental Policy, setting objectives and targets under the guidance of the General Manager. Ensure that these policies and plans are reviewed on a regular basis to establish if they are suitable, effective and adequate
- Coordinate all aspects of environmental management within Jumeirah Creekside Hotel
- Implementation of this policy and ensuring it is audited at least annually
Organizing regular environmental committee meetings
Establish environmental campaigns to communicate our strengths and weaknesses to our colleagues

2.3 Director of Food and Beverage

Responsible for:

- Establishing sustainable waste management and recycling programs within the Department
- Implementation of initiatives to meet environmental objectives and targets

2.4 Human Resources and Learning and Development Department

Responsible for:

- Identifying and ensuring that the required environmental training is developed, implemented and monitored for effectiveness and improved when deemed necessary
- 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 updated with the above
- Ensuring colleagues are aware of the environmental management policies and procedures during induction to Jumeirah Creekside Hotel

2.5 Executive Committee

Responsible for:

- Environmental management on a day to day basis – implementation of environmental management procedures, precautions and controls within their respective departments
- Reduce. Reuse. Recycle. Wherever possible
- Understand, implement and manage Key KPIs, Targets and Initiatives
- Ensuring and encouraging the highest possible standards of environmental management within their departments by effective communication and consultation with colleagues
- Monitoring the standards and effectiveness of environmental management within their departments
- Evaluating which suppliers’ products and services impact the environment and action and adjust where required
- Ensuring all colleagues attend the necessary environmental training sessions
- Ensuring that environmental impacts are addressed and recorded appropriately

2.6 Environmental, HSE and CSR Committees

Responsible for:

- Representing colleagues in discussion with Jumeirah Creekside Management on environmental management issues and providing their colleagues with appropriate feedback
- Ensuring regular environmental management checks are carried out within their areas of responsibility and document accordingly
- Having an active input in day to day environmental management issues
2.7 All Colleagues

Responsible for:

- Reduce. Reuse. Recycle. Wherever possible
- Understand, implement and manage key KPIs, Targets and Initiatives
- Cooperating with their Management to achieve and effective environmental management system in the workplace
- Reporting all environmental management issues at Jumeirah Creekside Hotel.

SECTION 3-IDENTIFICATION AND ASSESSMENT OF ASPECTS AND IMPACTS

3.0 Purpose and Scope

This policy describes the minimum requirements for conducting periodic identification and review of the environmental aspects and the related impacts of our activities, products and services associated with Jumeirah Creekside Hotel premises.

3.1 Identification and Assessment of Environmental Aspects/Impacts

3.1.1 Formal identification of Aspects and Impacts are made using several tools such as the Hotel Optimizer, monthly collection of data of various environmental parameters, relevant industry resources and literature

3.1.2 Priority is given to those aspects which impacts are identified as “significant” in relation to setting of annual targets and objectives

3.1.3 A matrix shall support the development of future environmental objectives and targets

3.1.4 Records of environmental aspects shall be maintained

3.2 Procedure

3.2.1 After initial review, the Green Team (acting as the Jumeirah Creekside Environmental Committee) and will assume responsibility for developing and updating the environmental aspects information that relates to our activities

3.2.2 On at least an annual basis, review of the environmental aspects associated with the activities of each department shall be completed by the respective department head and forwarded to the Green Team. Review results shall be shared to establish appropriate departmental environmental targets and objectives.

Annual reviews shall consider existing or potential:

- Air, noise, light and vibration emissions
- Releases of all substances
- Waste management
- Use of raw materials and natural resources
SECTION 4 – ARRANGEMENTS

4.0 Information, instruction and supervision

Environmental advice is available from:
- Group Director of Health Safety and Environment
- Environmental Legal Requirement Publications
- Dubai Authorities
- Green Team
- Corporate Social Responsibility Committee

Consultation with colleagues is provided by:
- HSE Group meetings
- Executive Committee Meetings
- Notice Boards
- Environmental and CSR training sessions
- Mercury – CSR, HSE and Environmental postings
- Jumeirah Creekside Welcome Program
- Colleague Consultative Committee
- Departmental Trainers Committee
- Emails

4.1 Environmental Committee

Departmental representatives are responsible for keeping under review the measures taken to ensure Jumeirah Creekside Hotel is environmentally active, by promoting initiatives that benefit the environment. The Environmental Committee referred to as The Green Team should comprise of members who are able to institute change throughout the operation.

4.2 Use of Substances/Chemicals

Heads of Departments are responsible for identifying substances/chemicals that could be replaced by another less harmful product to the environment; they are to be actively involved alongside Supply Chain and Logistics in the selection of new substances that are environmentally friendly. Department Heads are equally responsible for the reduction of chemical use within the business.

4.3 Emergency Procedures

The Health and Safety Manager is responsible to ensure that an effective chemical spill plan is established, implemented and reviewed.
4.4 Competency for Tasks and Training

The Learning and Development Manager is responsible to provide induction and awareness training on environmental policy. Heads of Department are responsible for job specific training in relation to environmental policy. Both Heads of Department and the Learning and Development Manager are to ensure all training records are maintained and updated and that training is monitored and arranged as required.

4.5 Monitoring/Review

To monitor performance, Jumeirah Creekside Hotel will:

- Carry out regular reviews
- Identify new legal requirements
- Keep accurate records
- Review records monthly
- Review strategy if any major changes are made to the business operations
- Immediately act on on notifications from authorities regarding environmental issues
- Act on audit reports received from external and internal inspections
- Display Green Team Meeting minutes on the Mercury and Colleague noticeboards

4.6 Keys areas of our business identified to impact the Environment with target actions

**Solid Waste – Paper, Cardboard, Plastic, Glass, Aluminum**

- Jumeirah Creekside Hotel recycling center is located in the receiving area. In partnership with DULSCO the hotel recycles paper, cardboard, plastic, glass and aluminum. All recycled waste is measured and documented.
- Jumeirah Creekside Hotel where possible sorts at the source of waste, however all waste going into the waste area is verified.
- Use only biodegradable bags.
- In line with the Global Purchasing Policy – Sustainable Development – contractors will be asked to reduce packaging and take back or buy back packing items.
- Collect and recycle all printer cartridges and photo copier toner bottles.

**Utility Usage – water and Electricity**

- Implement water saving measure to all areas
- Maintain landscaped garden irrigation using treated effluent water and select only local trees and formal for landscaping where at all possible
- Reduce the usage of non-essential lighting wherever possible
- Reduce overall Jumeirah Creekside Hotel carbon emissions from previous years annual carbon footprint report
- Ask tenants and contractors to provide Environmental Impact Assessments to better understand the overall effect of Jumeirah Creekside Hotel on the Environment

**Hazardous materials storage and handling – paint, paint products, acids, water sanitation chemicals**

- All Heads of Departments are responsible for storing and handling of hazardous materials in accordance with Safety and Data Sheets and completed risk assessments within their individual areas of concern.