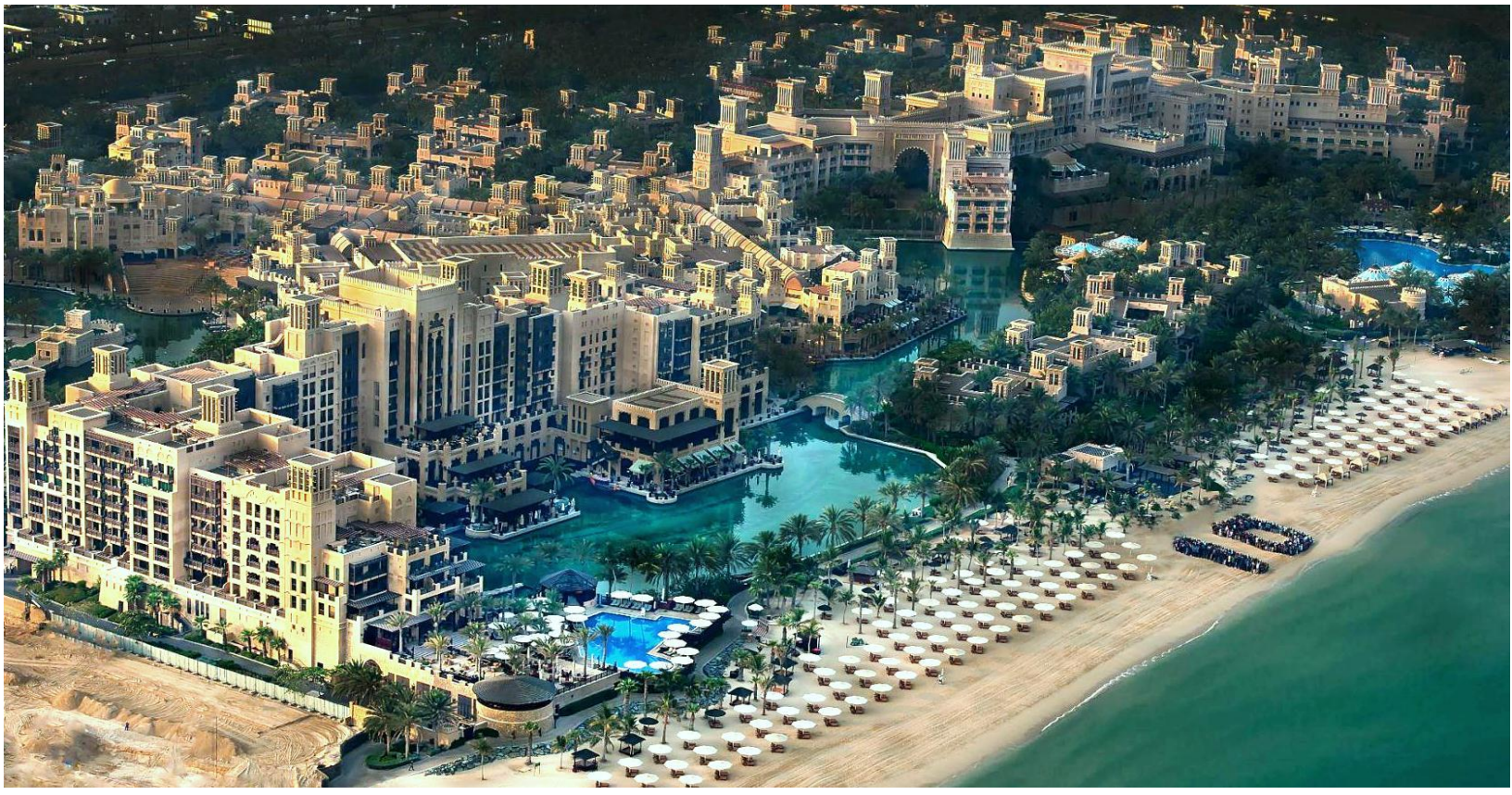


# Madinat Jumeirah Environmental Policy



## Madinat Jumeirah Environmental policy

<b>Applicable to</b>	This policy applies to all colleagues, visitors and guests
<b>Policy Owner</b>	Sarah Saha – Health, Safety and environment Manager
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>✦ MJ Purchasing Policy</li> <li>✦ MJ CSR Policy</li> <li>✦ MJ Sustainable Management Plan</li> <li>✦ MJ Process Framework</li> <li>✦ Jumeirah Global HR Policy</li> <li>✦ Jumeirah Business Conduct and Ethics Policy</li> <li>✦ UAE Federal Laws, e.g. UAE Federal Law no 8, for 1980 on the Regulation of Labor relations.</li> <li>✦ Dubai Municipality- Local Order 61 of 1999, Technical Guideline number 5</li> <li>✦ Dubai local Laws, white papers and guidelines</li> </ul>
<b>Definitions and Abbreviations</b>	<p><b>Environmental aspects</b> - are defined as the elements of our activities, products or services that can disturb the environment.</p> <p><b>Significant environmental aspects</b> - are those environmental aspects that have, or can potentially have, a significant negative impact on the environment.</p> <p><b>Environmental Impacts</b> - are defined as any change to the environment as a result of business activities, products or services.</p> <p><b>Significant</b> – Madinat Jumeirah 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</p> <p><b>Environment</b> - is defined as the physical surroundings in which Jumeirah at Etihad Towers performs its operations</p>
<b>Scope</b>	<p>This policy covers the following aspects of corporate social responsibility:</p> <ul style="list-style-type: none"> <li>• Community Engagement and Development</li> <li>• Promotion and preservation of cultural heritage and artifacts</li> <li>• Respect for local populations</li> <li>• Conservation and promotion of biodiversity</li> <li>• Conservation of wildlife</li> <li>• Employee Training</li> <li>• Community Capacity Building</li> <li>• Good Employment Practices</li> </ul>

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## Statement of Intent

Madinat Jumeirah 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 Madinat Jumeirah, 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 Madinat Jumeirah operations and identified specific areas of focus.

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

An essential part of our strategy has been to engage all stakeholders. Achievement of a sustainable environment is likely to deliver substantial long-term benefits by protecting and maintaining stable environments that include Environmental, Sociocultural, Quality and Health & Safety. Some of the actions necessary will also deliver shorter-term benefits through cost-savings. Many actions that improve sustainability will also result in medium or long term savings which, as a result can be reinvested. This means that increasing the sustainability of Madinat Jumeirah is not a distraction from the business: it is core to our operations.

## General Statement

For Madinat Jumeirah the above translates into a few 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 objectives and targets to enhance and monitor our performance.
- ❖ Complying with the requirements of environmental legislation – 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

### SUMMARY OF RESPONSIBILITIES

#### 2.0 GENERAL MANAGER

Responsible for:

- ❖ Overall Environmental Management Plan (EMP) within Madinat Jumeirah.
- ❖ Ensuring adequate resources (human, financial and equipment) are made available.
- ❖ Ensure that planning for environmental management is strategic and in line with the Sustainability Development Plan.
- ❖ Ensuring this policy is put into practice.
- ❖ Ensuring environmental management standards are maintained/improved.
- ❖ Setting of key Objectives and Targets with strategic KPI's 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 a potential environmental impact with consideration for the following activities is to be considered;
  - Engineering / planning (design, procurement, etc.)
  - Preventative maintenance
  - Onsite contractor services
  - Madinat Jumeirah activities i.e. Waste water, waste removal, specialized waste, etc
  - 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 chemical 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 that meet Madinat Jumeirah 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 and recycling programs within the Department and record their impact.
- ❖ Liaison with Central Purchasing to ensure any refrigeration / air conditioning unit to be purchased is 'ozone friendly' – no Chlorofluorocarbons (CFC's).
- ❖ The use of Energy efficient equipment is purchased.

### **2.3 HEALTH & SAFETY MANAGER**

Responsible for:

- ❖ Developing and communicating the Strategic Sustainability Management Plan and Environmental policy.
- ❖ Coordinating on aspects of Environmental Management within Madinat Jumeirah.
- ❖ Liaising with Director of engineering and Key Departments in establishing Environmental objectives and targets.
- ❖ Identifying regulatory requirements and evaluate compliance within all departments.
- ❖ Implementation of this policy and ensuring it is audited at least annually.
- ❖ Organizing regular environmental /Sustainability management committee meetings.
- ❖ Identifying and ensuring that the required environmental training is developed, implemented, monitored for effectiveness and improved.
- ❖ Establish environmental campaigns to communicate our strengths and weaknesses to our colleagues.
- ❖ Ensure the Strategic Sustainability Management Plan and Environmental policy is reviewed on a regular basis to establish if it's suitable, effective and adequate.

### **2.4 DIRECTOR OF ENGINEERING**

Responsible for:

- ❖ Co-ordinate all waste minimization and recycling initiatives and consolidate all record keeping.
- ❖ Establish sustainable waste management and recycling programs.
- ❖ 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 waste.

## 2.5 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

## 2.6 DIRECTOR OF LEARNING & DEVELOPMENT

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 updated with the above.
- ❖ Ensuring colleagues are aware of the environmental management policies and procedures during induction to Madinat Jumeirah.

## 2.7 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.
- ❖ Reduce, Reuse and Recycle, wherever possible.
- ❖ Understand, implement and manage Key KPI's, Targets and Initiatives.
- ❖ 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.
- ❖ Evaluating which suppliers' products and services impacts the environment.
- ❖ Ensuring all colleagues attend the necessary environmental training sessions.
- ❖ Ensuring that environmental impacts are addressed and recorded appropriately.

## 2.8 SUSTAINABILITY & HSE COMMITTEES AND REPRESENTATIVES

Responsible for:

- ❖ Representing colleagues in discussions with Madinat Jumeirah 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 which include documentation.
- ❖ Having an active input in day to day environmental management issues.

## **2.9 ALL COLLEAGUES/CONTRACTORS**

Responsible for:

- ❖ Reduce, Reuse and Recycle, wherever possible.
- ❖ Understand, implement and manage Key KPI's, Targets and Initiatives.
- ❖ Co-operating with their Managers to achieve an effective environmental management system in the workplace
- ❖ Reporting all environmental concerns to the Management at Madinat Jumeirah.

## **SECTION 3 -IDENTIFICATION AND ASSESSMENT OF ASPECTS AND IMPACTS**

### **3.0 PURPOSE AND SCOPE**

This procedure 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 Madinat Jumeirah permis.

#### **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 Greenstone report and monthly collection of data of various environmental parameters.

**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 or update of future environmental objectives and targets.

**3.1.4** Records of environmental aspects shall be maintained.

#### **3.2 PROCEDURE**

**3.2.1** After an initial review, the HSE & Sustainability Committee 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, reviews of the environmental aspects associated with the activities of each department shall be completed by the respective departments and forwarded to the Committee.

Review results shall be compiled for each major operation in order to facilitate the establishment of appropriate Department environmental objectives and targets.

Annual reviews at Madinat Jumeirah shall consider existing or potential a) air, noise, light and vibration emissions, b) releases of all substances, c) waste management, d) use of raw materials and natural resources.



## SECTION 4 - INFORMATION, INSTRUCTION AND SUPERVISION

- Environmental advice is available from:

Group Director of Health, Safety and Environment, Environmental legal requirements Publications, Dubai Authorities, Madinat Jumeirah HSE & Sustainability Committees

- Consultation with colleagues is provided by:

- ❖ HSE Group meetings ('Energy team' incorporated into this committee)
- ❖ Head of Departments meetings
- ❖ Notice boards
- ❖ Environmental and CSR training sessions
- ❖ Mercury – CSR Team site
- ❖ Madinat Jumeirah Orientation training
- ❖ Email's

- **ENERGY TEAM**

All entities of Madinat Resort have an Sustainability Champion representative . They are responsible for keeping under review the measures taken to ensure Madinat Jumeirah is environmentally active, by promoting initiatives that benefit the Environment. The Group should comprise of members of the management team and colleagues from all departments.

- **USE OF SUBSTANCES/CHEMICALS**

The position responsible for identifying substances/chemicals that could be replaced by another less harmful to the environment is:

All Heads of Department

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

All Heads of Department

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

Director of Engineering / Purchasing Manager /Stewarding Manager/Director of Laundry/HSE Manager

## EMERGENCY PROCEDURES – CHEMICAL SPILLS

The position responsible for:

- Ensuring a effective chemical spill plan is established:

Director of Engineering / Director of Laundry

## MONITORING

- To monitor our performance, we will:

- ❖ Carry out regular reviews.
- ❖ Identify new legal requirements.
- ❖ Keep accurate records.
- ❖ Review our records monthly.
- ❖ 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 Environmental minutes from monthly HSE Group meetings on our Madinat Jumeirah Health, Safety and Environment Team site and notice board.

## COMPETENCY FOR TASKS AND TRAINING

- The position responsible for providing induction and awareness training are:

Director of L&D

- The position responsible for providing job-specific training are:

Heads of Departments

- The position responsible for keeping training records are:

Heads of Departments / Director of L&D

- The position responsible for identifying, arranging and monitoring training are:

Training Manager /HSE Manager / Heads of Departments

## **KEY AREAS OF OUR BUSINESS IDENTIFIED TO IMPACT THE ENVIRONMENT WITH TARGET ACTIONS**

### **Solid waste – Paper, cardboard, plastic, glass, aluminum cans and hazardous waste**

- ❖ Madinat Jumeirah recycling centers located at the Al Qasr receiving areas. In partnership with DULSCO re-cycle large quantities of paper, cardboard, glass, plastic and aluminum cans – measure and document quantities daily to benchmark.
- ❖ Sort at source
- ❖ Use only bio degradable bags.
- ❖ In line with the Global Purchasing Policy – Sustainable Development – Contractors will be asked to reduce packaging, provide chemicals that are less damaging to the environment, take back or buy back if not used, Fair Trade, Organic, preference to locally produced produce,, sustained foods inclusive of fish, meats, fruits, flowers, materials and forna etc
- ❖ 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 gardens irrigation using treated effluent water and select only local trees and forna for landscaping.
- ❖ Reduce the usage of non essential lighting wherever possible.
- ❖ Reduce overall Madinat Jumeirah carbon emissions from previous years annual carbon footprint report.
- ❖ Ask Tenants and contractors to provide an Environmental Impact Assessment to better understand the overall effect of Madinat Jumeirah on the Environment.

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

- ❖ All Heads of Department responsible for storing and handling hazardous materials in accordance with Safety Data sheets and completed risk assessments.