



FACILITY MANAGEMENT – ENVIRONMENTAL POLICY STATEMENT

Mobilizing Knowledge for Sustainable Development Solutions

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TERMS AND DEFINITIONS

Accreditation - Procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks

Certification – Procedure by which a third party ‘certification’ or ‘registration, body gives written assurance that system conforms to specified requirements

Continual improvement – Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization environmental policy

DBSA Land – Land registered in the deeds office in the DBSA’ name, where its offices are located.

Environment – The surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interaction

Environmental aspect – An element of an organization’s activities or products or services that can interact with the environment

Environmental impact – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s environmental aspects

Environmental Management System – The part of an organization’s management system used to develop and implement its environmental policy and manage its environmental aspects.

Environmental objective – The overall environmental goal, consistent with the organization’s environmental policy

Environmental policy – The statement of intent related to its environmental performance as approved by management

Environmental target – Detailed performance requirement, that arises from the environmental objective and that needs to be set and met in order to achieve those objectives

Interested party – person or group concerned with or affected by the environmental performance of an organization

Internal audit – systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.

Prevention of pollution – The use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts

ACRONYMS AND ABBREVIATIONS

COP	Community of Practice
DBSA	Development Bank of Southern Africa
EMS	Environmental management system
EIR	Environmental initial review
EPE	Environmental performance evaluation
EMP	Environmental management programme
EMR	Environmental management representative
EPI	Environmental performance indicator
KPI	Key Performance Indicator
ISO	International Organization for Standardization
SANS	South African National Standard

1. INTRODUCTION

1.1. Document intent

The intent of this document is to outline the environmental policy of the Bank with regard to the management of its facility or premises. This is in line with Section 2.2 of the DBSA Facility Management¹ – Environmental Management System manual. Clause 4.2 of the SANS ISO 14001 requires top management, amongst other requirements, to define the organization's environmental policy and ensure that it is documented, implemented and maintained.

1.2. SCOPE

The policy outlines environmental policy statement and objectives as pertain to facility management. This policy applies to facility management, including all activities within the DBSA premises.

1.3. STRUCTURE AND RESPONSIBILITIES

Although the implementation of the environmental policy is a collective responsibility of every employee in the Bank, the primary responsibility for implementing this facility management environmental policy lies with the Facility Manager.

The **Executive Manager – Human Capital and Technology** is responsible for approving this environmental policy.

The **Facility Manager**, in consultation with the Environmental CoP², will ensure a consistent approach to EMS across the Bank. The Facility Manager is responsible for nominating an Environmental Representative within the Facility Administration Unit to administer the EMS and for liaison with the Environmental CoP Co-ordinator or Environmental Specialist.

¹ Facility Management refers to DBSA Premises, including land registered in deeds office in DBSA's name.

² Environmental CoP includes the Facility Manager or Environmental Representative from the unit, and principal Environmental CoP members.

The **Environmental CoP Co-ordinator or Environmental Specialist**, in the Advisory Unit within the Research and Information Division, is the appointed Environmental Management Representative in the Bank. This appointment is effected by Executive Manager – Research and Information and the Executive Manager – Human Resources and Technology. The Environmental Management Representative, together with all principal members of the Environmental CoP, co-ordinates the implementation of the environmental policy, updates the Bank on progress, and prepares strategic reports or submissions to management.

The Environmental CoP Co-ordinator or Environmental Specialist also guides the ISO 14001 EMS process. This establishes a coherent and consistent approach to environmental management of the Bank's facility or premises, including land management.

1.4. REVIEW AND CONTROL

This policy is reviewed at least bi-annually by the Environmental CoP to ensure its continuing suitability, adequacy and effectiveness to the Bank's facilities operations and activities. As this policy concerns DBSA Facility Management, it will be located at all DBSA Premises or buildings.

1.5. NORMATIVE REFERENCE

All relevant operational policies and procedures have been referred to in this policy document. These operational policies and procedures contain provisions which constitute the requirements of this policy document.

These are –

- 1) DBSA Environmental Policy, approved by board in November 2005.
- 2) DBSA Code of Ethics.
- 3) Facility Management – Environmental Management System manual, SANS ISO 14001 System procedures.

2. ENVIRONMENTAL POLICY

2.1 PRINCIPLES

The Bank has demonstrated its commitment to environmental sustainability through its Environmental Policy, which among other requirements, mandates the establishment and implementation of an effective environmental management system (EMS) to improve its environmental performance.

In line with Constitution of the Republic of South Africa, particularly Section 24, Environmental rights, the Bank is committed to providing an environmentally safe work place to its employees, and therefore is actively seeking ways to reduce its direct environmental impact on the biophysical environment, namely – air, land, water from its in-house operations and activities. The major environmental aspects of the Bank, where it has control and influence include, in order of magnitude of impact - energy consumption, business travel, office paper use, solid waste generation, water consumption and land management.

This policy provides the focus for achieving best practice, through the SANS ISO 14001, an international standard for environmental management. The framework allows the Bank to be amongst the sector leaders in the management of internal environmental issues or facility environmental management

Some of the financial institutions, nationally and internationally, have adopted and certified their EMSs to ISO 14001 international standard. It is however not the intention of this policy to advocate for ISO 14001 certification, but to establish the framework that will allow the Bank to systematically and effectively manage its facility environmental impacts.

2.2 POLICY STATEMENT

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Within the scope of this policy and as outlined in Section 2.1 of the DBSA Facility Management – Environmental Management System, the DBSA is committed to the following –

- 1) continual improvement of our environmental management system in line with the international standard, SANS ISO 14001, an international standard for environmental management system;
- 2) pollution prevention emanating from our in-house activities and operations; and
- 3) comply with all applicable environmental legislative and regulatory requirements and other requirements to which the DBSA subscribes related to our environmental aspects

2.3 POLICY OBJECTIVES

In fulfilling the above environmental policy statements, the DBSA will –

- 1) minimise reduce the consumption of energy;
- 2) minimise the consumption water, and where practicable, not use potable water for gardening purpose;
- 3) reduce the use of office paper, and where practicable, re-use and recycle waste paper;
- 4) minimise solid waste generation, mainly in the catering services, and promote re-use and recycling, where possible;
- 5) avoid the use of hazardous materials, including cleaning detergents, that may cause harm to the environment;
- 6) use and manage its land efficiently in the interest of biodiversity conservation;
- 7) seek ways to reduce its carbon footprint related to business travel, through a carbon management programme;
- 8) promote environmental awareness and responsibility among all Bank employees;
- 9) within the scope of this policy, train environmental representatives to effectively implement, operate and maintain the system;

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- 10) engage with our key stakeholders, mainly neighbouring residential and commercial estates, on environmental management of our premises; and
- 11) commission regular internal environmental audits, including legal compliance audits;
- 12) within the scope of this policy, report annually on its key environmental aspects and overall environmental performance.

3. ANNEXURE

ANNEXURE 3.1 FACILITY MANAGEMENT - ENVIRONMENTAL POLICY STATEMENT

POLICY STATEMENT

Within the scope of this policy and as outlined in Section 2.1 of the DBSA Facility Management – Environmental Management System, the DBSA is committed to the following –

- 4) continual improvement of our environmental management system in line with the international standard, SANS ISO 14001, an international standard for environmental management system;
- 5) pollution prevention emanating from our in-house activities and operations; and
- 6) comply with all applicable environmental legislative and regulatory requirements and other requirements to which the DBSA subscribes related to our environmental aspects

2.4 POLICY OBJECTIVES

In fulfilling the above environmental policy statements, the DBSA will –

- 13) minimise reduce the consumption of energy;
- 14) minimise the consumption water, and where practicable, not use potable water for gardening purpose;
- 15) reduce the use of office paper, and where practicable, re-use and recycle waste paper;
- 16) minimise solid waste generation, mainly in the catering services, and promote re-use and recycling, where possible;

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- 17) avoid the use of hazardous materials, including cleaning detergents, that may cause harm to the environment;
- 18) seek ways to reduce its carbon footprint related to business travel, through a carbon management programme;
- 19) promote environmental awareness and responsibility among all Bank employees;
- 20) within the scope of this policy, train environmental representatives to effectively implement, operate and maintain the system;
- 21) engage with our key stakeholders, mainly neighbouring residential and commercial estates, on environmental management of our premises; and
- 22) commission regular internal environmental audits, including legal compliance audits;
- 23) within the scope of this policy, report annually on its key environmental aspects and overall environmental performance.

ANNEXURE 3.2 DBSA ENVIRONMENTAL POLICY

INTRODUCTION

This environmental policy is developed within the Bank's mandate of financing infrastructure for sustainable development through investments, partnerships and advisory services. The policy is rooted into the Banks' vision of contributing to social change through economic development and mission of a knowledge based institution with ability to mobilize, maximize and leverage both financial and technical resources required to promote sustainable infrastructure development in Southern Africa and beyond.

POLICY STATEMENT

Enhance **mainstreaming** of environmental issues to improve cross-sector links on operational basis and institutionally **upstream** environmental matters with focus on framework for effective decision-making and strengthening the Bank's ability to enhance responsibilities, accountabilities and transparency both internally and externally.

GUIDING PRINCIPLES FOR THE POLICY

The environmental policy will not be limited to but guided by the following principles:

- **Compliance** to national, regional legislative and regulatory requirements as well as international best practices and standards as appropriate;
- **Stewardship** of environmental products and services both within and outside the Bank;
- **Environmental Management Systems** (EMS) that contributes to improved performance of the Bank internally and externally;
- **Commitment** to involvement, communication and reporting environmental matters to stakeholders.
- **Environmental Health and Safety** (EHS) maintained for both Bank staff and clients

POLICY GOALS AND OBJECTIVES

The overall objective of this environmental policy is to recognize that much underpinning of infrastructure development depends on the natural environment and to acknowledge that financing infrastructure impacts on both the physical and natural environment directly or indirectly. Therefore, the goal of the environmental policy is to ensure that:

- Environmental risks are identified and mitigation measures prepared to address these risks and opportunities maximized for achieving sustainable development goals and impact,
- Development infrastructure projects' risks are identified, addressed and mitigated through application of sound risk management principles and approaches,
- DBSA commits and engages both internally and externally in enhancing quality of the environment, thereby minimizing reputation and institutional risk for the Bank.

The specific objectives of the policy ensure that:

- The environmental procedures will be applied universally across the Bank. Since DBSA's operations go beyond South African borders: national, regional and international environmental performance standards and requirements will be utilized.
- The Banks' own best practices ensure risk assessment, minimization and mitigation.
- Development projects integrate environmental matters and minimize the effects of pollution.
- Environmental planning and management are integrated into existing and future operations and processes to continue promoting the pillars of sustainable development perceived as people, planet, and prosperity.
- Environmental Management Systems (EMS) are developed for the Bank and support provided to Bank clients through knowledge products and services for effective implementation of EMS.
- Safety and a healthy environment are maintained for both clients and Bank staff by:
 - i. Educating and training clients and staff on their responsibilities to manage the environment, raising awareness and maximizing involvement in assessing and mitigating environmental risks
 - ii. Managing the Corporate footprint through encouraging effective and efficient use of resources including conservation of energy, water, efficient transportation system, use of printing and photocopying paper and recycling and reuse as appropriate.
- The environmental impact of the Bank's operations is continuously monitored and reported.
- Environmental matters are communicated to bank staff, stakeholders, clients, communities, industry and **censored** information to the media.
- Stakeholders' relationship must continuously be improved through involvement, communication and effective reporting on environmental matters.

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DBSA believes in improving quality of life through financing sustainable infrastructure that can be achieved through environmental infrastructure – Rev. 02 February 2006