



Environmental Policy

Policy Title	Environmental Policy.
Policy Type	Executive Policy
Policy Owner	Who is the policy owned by (by role)
Policy Number	Function/ number
Pertinent Dates	Approved on: Revised on:

Vision:

The University recognises that in pursuing its strategic objectives, not least in relation to research and teaching, it has a responsibility towards, and should aim to protect and nurture the environment. By exercising proper control over all its activities, the University will aim to ensure sustainable use of resources and prevent wasteful or damaging practices.

The British University in Egypt will aim to manage its operations in ways that are environmentally sustainable, economically feasible, and socially responsible. Therefore, this policy represents an important component of the University's broader sustainability strategy.

This document sets out the University's aims and objectives for safeguarding the environment, and details the organisation and arrangements for implementing and monitoring them. It applies to all land, premises and activities within the control of the University.

Aims and Objectives

Environmental Management

- To promote sound environmental management policies and practices throughout the University.
- As a minimum, to comply with the requirements of relevant legislation.
- To reduce and, where practicable, prevent pollution.

- To adopt targets for improving environmental performance.
- To ensure a sound understanding of current environmental performance.

Carbon Management

- To implement a carbon management strategy, including the efficient use of energy.
- To reduce greenhouse gas emissions in line with university targets.
- To ensure the uptake of low carbon technologies in buildings and equipment.

Water

- To make efficient and environmentally responsible use of water, including identifying opportunities for water reuse.

Procurement

- To promote life cycle thinking in the procurement of goods and services.
- To work with suppliers to promote sustainable resource management practices.

Waste Reduction and Recycling

- To set and achieve targets for reducing resource use.
- To minimise the adverse environmental impacts of the decommissioning and disposal of University assets.
- To increase the rate of recycling of all appropriate materials, based on life-cycle principles.
- To implement sustainable resource management practices, based on reduce, reuse and recycle principles.

Transport

- To implement sustainable transport practices across all activities with the aim of achieving the University's carbon reduction targets.

- **University Estate**

- To develop and implement a university estate strategy based on sound environmental and sustainability principles.

- To manage the University estate with a view to enhancement of biodiversity wherever possible.
- To require a sustainable construction plan for any new University development and refurbishment project.

Awareness and Training

- To communicate internally and externally the University's environmental objectives and performance.
 - To raise awareness of staff and students of the University's environmental impact, activities and performance and good practice.
 - To provide appropriate environmental educational programmes for staff and students.
 - To encourage and facilitate feedback and suggestions on ensuring good practice.
 - To undertake a regular review of environmental management procedures and activities to ensure suitability, adequacy and effectiveness.
- **Evaluation of Environmental Policy**
- To undertake a regular review of environmental management procedures and activities to ensure suitability, adequacy, and effectiveness.

Responsibilities

- The main responsibility for the implementation of this policy lies with the University Council and the University's Chief Operations Officer (COO). The Deans and the Directors of all departments are responsible for ensuring compliance with University Environment Policy within their area of control. The University will actively monitor the performance of Faculties and Departments in the implementation of the aims and objectives of this Policy in the activities under their control. Whilst the University accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy

Organisation and Arrangements for Implementing this Policy

Many environmental issues, including hazardous waste disposal, the keeping of radioactive materials, and the release of substances into the atmosphere, are also of concern because of their health and safety implications and are already the subject of arrangements made under the Health and Safety Policy.

Where appropriate, joint environmental and health and safety arrangements have been made. In order to implement the Environmental Policy, the University has established clear lines of responsibility at University, Faculty and Supporting Staff Departments level. Individual Faculties are required to make arrangements for promoting environmental awareness and dealing with environmental impacts encountered within their sphere of activities.

University Level Organisation

University President

The President has overall responsibility to the University Council for environmental affairs at the University. In this position, the Vice-President, or a Pro Vice-President as his/her nominee, acts as chair of the Environment, Health and Safety Executive Committee and Joint Safety Advisory Committee.

Administrative staff and Assistants

Administrative staff and Assistants have responsibility for the University's administration and therefore in administrating the impact on the environment of the University's central services, in particular the management and development of its estate.

Vice Chancellor's Board

The Vice-Chancellor's Board considers matters affecting the University, its strategy, operation, or management.

Environment, Health and Safety Executive Committee

Environment, Health and Safety Executive Committee is responsible to the University Council for overseeing the management of risks to the environment, and to health and safety throughout the University.

This involves:

- formulation of environmental policies, including general policy, specific policies for identified issues, and accompanying guidance.
- ensuring the full implementation of the Environmental Policy through monitoring and audit.
- taking appropriate action where standards are not being met.
- regularly reviewing the effectiveness of existing policies.

Advisory Group on the Environment

So that this Committee can receive expert advice on certain environmental issues it has a specialist Advisory Group on the Environment. Members of the Advisory Group are selected purely on the basis of expertise and ability to make a direct personal contribution to the work of the Group.

Sustainability Task Group

The Sustainability Task Group develops the University's Sustainability Strategy and is responsible for reporting on performance. Senior members of the University community with key responsibilities in relevant areas are members of the task group.

Health and Safety Unit

The Health and Safety Unit is staffed by experienced persons who have appropriate qualifications and knowledge of environmental issues which overlap with health and safety risks arising from the University's activities.

Within its area of expertise, the Unit assists in particular a Sustainability and Environmental Advisor has been appointed to:

- provide advice on environmental matters.
- keep up to date on developments in environmental legislation and practice.
- monitor on behalf of EHSEC the implementation of the University Environmental Policy.
- liaise with specialists in or outside the University, as appropriate.
- organise environmental training and instruction.
- publicise and promote environmental information, policies and guidance.

The Estates & Facilities Department

The basic infrastructure of the University, including policy on planning, water and energy use, and therefore its impact on the environment, in most cases, comes under the responsibility of the Director of Estates & Facilities.

The Director of Estates & Facilities is responsible for the maintenance of premises and is also responsible for those parts of the University estate not associated with Faculties or other Departments, e.g. University roadways and car parks.

The University's supply and distribution of water, electricity, and gas is managed by the Estate & Facilities department. The Head of Utilities:

- provides advice on energy, carbon management, and water conservation issues.
- co-ordinates the purchase of utilities.
- monitors the University's utility costs, consumption, and associated carbon emissions.

Hospitality and Accommodation Services

Hospitality and Accommodation Services are responsible for waste management and recycling services. They are also partly responsible for the University's Transport Strategy.

Waste Reduction and Recycling Group

The Waste Reduction and Recycling Group is responsible for developing waste reduction and recycling initiatives and reports to the Advisory Group on the Environment.

Finance Office

The Director of Finance is responsible for the preparation of annual capital and revenue budgets and financial plans, within the context of the approved University Plan, and for the financial administration of the University.

The Procurement Department provides an advisory service on all matters related to supply chain management and, in particular, on commercial and contractual issues. The Procurement Department works with Faculties and Corporate Services to ensure that only suppliers able to meet appropriate quality standards in terms of product and service are utilized.

The Procurement Department issues Procurement Guidelines, which are updated periodically, to all Faculties and Corporate Services and these provide advice, recommendations and, where necessary, details on procedures which can, or in certain cases, must be followed.

Responsibilities of Faculty Deans and Director of Estates and Facilities

The Head or Director is responsible to the University for ensuring that risks to the environment arising from activities in the Faculties or Estates and Facilities activities are properly identified and controlled in conformity with University policy. This responsibility extends to staff and student activities away from University premises. The Head or Director is also responsible for promoting environmental awareness and good practices integral to the Faculties or Estates and Facilities.

In discharging their duties, Heads or Directors are required to appoint Environmental Coordinators. Heads or Directors should identify Coordinators depending on need. In delegating some of the day-to-day tasks to Coordinators, the Head or Director must ensure they have appropriate experience, specialist knowledge (of the equipment, process, materials, or activity), appropriate training, and adequate resources (especially time) to carry out the tasks. Coordinators' duties and responsibilities are agreed by the Head or Director in a written statement.

In particular Heads or Directors must ensure that:

- environmental issues are included in appropriate local policies that are disseminated throughout the Faculty or Estates and Facilities.

- there is an annual Faculty or Estates and Facilities environmental plan that includes aims and objectives that are specific, measurable, achievable, realistic, and that have clear deadlines for completion.
- consideration is given to the environmental impact of all activities under the control of Faculties and Estates and Facilities, and, in certain circumstances where required by current University Policy, an environmental impact assessment is carried out and appropriate action is taken to eliminate or control the impacts identified, in particular to:
 - minimize waste.
 - minimize energy use and reduce carbon emissions in line with university targets.
 - minimize hazardous discharges.
 - ensure proper arrangements are made for appropriate segregation and collection of waste in conformity with University Policy.
 - consider the environmental impact of purchases.
- Additionally, Faculties and Estates of Facilities must undertake effective consultation and co-operation with staff and students where appropriate, and ensure arrangements exist for raising environmental matters.

Responsibilities of Environmental Coordinators

These colleagues liaise with the University Sustainability & Environmental Advisor to implement the University's Environmental Policy in line with the environmental plans of Faculties or Estates and Facilities.

Responsibilities of Supervisors

Persons in supervisory positions, including those not employed by the University, have special responsibilities concerning risk to the environment when in charge of students, research workers, employees, or visitors, either as individuals or in groups. Such persons must ensure that adequate consideration has been given to risks to the environment and appropriate action is taken to eliminate or control the risks. In cases of uncertainty, expert advice should be sought in the first instance from the Environmental Coordinator at the Faculty or in Estates and Facilities, or the University Health and Safety Unit.

Responsibilities of Individuals

At all times, individuals have a duty to

- conduct themselves and do their work in such a manner as to safeguard the environment.
- co-operate with the University in complying with Policy requirements that relate to their activities and actions in case of emergencies.
- report incidents that may cause harm to the environment.



Contact information

Questions about policy content should be directed to the office of the policy owner- by role

Role:Chief Operating Officer.....

Extension:

Email:COO@bue.edu.eg.....