

The H Dubai Environmental Policy	
Applicable to	All H Dubai Departments / Colleagues / Contractors / Tenants
Policy Owner	General Manager
Related Documents	Dubai Municipality - Local Order 61 of 1999, Technical Guideline number 5 and local Orders The H Dubai Sustainable Development Plan and Environmental Strategy for 2019 to 2024 The H Dubai Waste Management Plan The H Dubai HSE Policy HHRM Global Purchasing Policy – Sustainable Development H Dubai Environmentally Sustainable Policy
Definitions and Abbreviations	CSR – Corporate Social Responsibility DM – Dubai Municipality EMP – Environmental Management Plan

Table of Contents

Section 1 - Policy statement

Section 2 - Environmental Management Responsibilities

- 2.0 General Manager
- 2.1 Director of Human Resources
- 2.2 Director of Finance
- 2.3 Director of Engineering / Maintenance Manager
- 2.4 Health, Safety and Environmental Officer
- 2.5 Corporate Social Responsibilities Representative
- 2.6 Food and Beverage Manager
- 2.7 Training Manager
- 2.8 Heads of Departments
- 2.9 All Colleagues

Section 3 - Identification and Assessment of Aspects and Impacts

- 3.0 Purpose and Scope
- 3.1 Definitions
- 3.2 Identification and Assessment of Environmental Aspects/Impacts
- 3.3 Procedure

Section 4 - Information, Instruction and Supervision

- 4.0 Environmental committee
- 4.1 Use of substances/chemicals
- 4.2 Emergency procedures
- 4.3 Monitoring / Review
- 4.4 Competency for Tasks and Training
- 4.5 Key areas of our business identified to impact the Environment, with target actions



SECTION 1 - POLICY STATEMENT

Statement of Intent

The H Dubai 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 H Dubai, therefore we will continuously strive to improve our performance in identifying and reducing wasteful practices, including 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 the hotel operations and identified specific areas of focus.

An essential part of our strategy has been to engage all stakeholders; guests, visitors, colleagues, tenants, owners and suppliers and have them actively contribute to the environmental actions.

Sustainability within H is defined as “carrying out its business in line with our company's values of integrity, quality, innovation, recognition, continuous growth and teamwork, and in a responsible, resourceful and lasting manner, which has environmental, economic, and social dimensions, and encompasses the concept of stewardship and the responsible management of resource use”.

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 H is not a distraction from the business: it is core to our operations.

General Statement

For H, the above translates into a few main areas on which we will focus:

1. The reduction of greenhouse gases and carbon footprint.
2. Embedding the Sustainability Development Plan.
3. Embedding the Waste Management Plan.
4. 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.
5. Setting of objectives and targets to enhance and monitor our performance.
6. 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)**



7. Raise awareness, encourage participation and train colleagues in environmental matters, particularly the reduction of energy, water and gas.
8. Expect similar environmental standards from all suppliers and contractors and encourage them to operate in an environmentally friendly manner.
9. Involve and interact with the local community.
10. Participate in training and discussions about environmental issues.
11. Review this policy as necessary, and at least quarterly.

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 by training/awareness to all H Dubai colleagues and to other interested parties on request.

SECTION 2 - ENVIRONMENTAL MANAGEMENT PLAN

SUMMARY OF RESPONSIBILITIES

2.0 GENERAL MANAGER

GENERAL MANAGER

- Overall Environmental Management Plan (EMP) within H Dubai

2.1 DIRECTOR OF HUMAN RESOURCES

- 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

2.2 DIRECTOR OF FINANCE

- Ensuring the budgetary fund allocated by the General Manager for environmental management is made available.

2.3 DIRECTOR OF ENGINEERING / MAINTENANCE MANAGER

- 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 (PPM)
- 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 the H Dubai 2019-2023 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

2.4 HEALTH, SAFETY AND ENVIRONMENT OFFICER (DOE)

- Developing and communicating the 2019-2023 Environment Strategy and Environmental Management Plan as per this policy
- Coordinating all aspects of Environmental Management within H Dubai
- Liaising with Group Director of Health, Safety and Environment and H Dubai 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 management committee meetings within the HSE Group format
- 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 Environmental Management system is reviewed on a regular basis to establish if it's suitable, effective and adequate
- Representing colleagues in discussions with the H Dubai 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

2.5 CORPORATE SOCIAL RESPONSIBILITIES REPRESENTATIVE

- Provide advice and assistance to other departments on CSR initiatives
- Implementation of initiatives to meet Environmental Objectives and targets
- Ensuring environmentally friendly disposal of assets and waste
- Liaise with Heads of Departments and update and maintain the CSR calendar of events for 2022-2023 posted on H Dubai CSR team site

2.6 FOOD AND BEVERAGE MANAGER

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

2.7 TRAINING MANAGER

- 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 H Dubai

2.8 HEAD OF DEPARTMENTS (HODs)

- 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

2.9 ALL COLLEAGUES/CONTRACTORS

- 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 H Dubai

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 H within Dubai.

The procedure described below is considered in the establishment of environmental objectives, targets and programs in compliance with Dubai Municipality Environmental Code of Conduct, Local order No **61 of 1991** and other Government regulations to establish environmental objectives and targets.

3.1 Definitions

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

Significant – H Dubai 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

Environment - is defined as the physical surroundings in which H performs its operations

3.2 Identifications and Assessment of Environmental Aspects / Impacts

3.2.1 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

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

3.2.3 A matrix shall support the development or update of future environmental objectives and targets

3.2.4 Records of environmental aspects shall be maintained

3.3 Procedure

3.3.1 After an initial review, the HSE Officer will assume responsibility for developing and updating the environmental aspects information that relates to our activities

3.3.2 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 H 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

4.0 Environmental Committee

- Environmental advice is available from:
Director of Health, Safety and Environment (DOE), Environmental legal requirements Publications, Dubai Authorities, Safety and Environment Group

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
- H Orientation training
- Emails

ENERGY TEAM

All departments have an Energy team representative that also acts as the H HSE Group Representative. The group are responsible for keeping under review the measures taken to ensure H 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.

4.1 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 / Director of Purchasing/ Housekeeping Manager/ Front Office Manager / Director of Finance

4.2 EMERGENCY PROCEDURES – CHEMICAL SPILLS

- Ensuring an effective chemical spill plan is established:
Director of Engineering / Maintenance Manager

4.3 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
- Sharing the Environmental minutes from monthly HSE Group meetings to all concerned.

4.4 COMPETENCY FOR TASKS AND TRAINING

- The position responsible for providing induction and awareness training are:
Training Manager
- The position responsible for providing job-specific training are:

Head of Departments

- The position responsible for keeping training records are:
Training Manager
- The position responsible for identifying, arranging and monitoring training are:
Training Manager

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

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

- H recycling point located at the receiving bay. In partnership with BEEAH re-cycle large quantities of paper, cardboard, glass, plastic, and aluminum cans – measure and document quantities daily to benchmark.
- Sort at source
- Use only biodegradable bags and Products
- 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 local produce within 160 km of H, sustained foods inclusive of fish, meats, fruits, flowers, materials and fauna etc.
- Collect and recycle all printer cartridges and photocopier toner bottles in partnership with the Green Foundation.

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 fauna for landscaping.
- Reduce the usage of non-essential lighting wherever possible
- Raise awareness amongst tenants, owners and contractors in regards with the impact they might have in terms of energy and water saving

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

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