

ENVIRONMENTAL MANAGEMENT SYSTEM



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LEADERSHIP

- Environmental policy
- Roles, responsibilities & authority within the organization





ENVIRONMENTAL POLICY

Zokit specialises in helping business professionals make new connections and build working relationships.




The Zokit team is committed to the care of the environment and is keen to promote awareness of sustainability within its members.

When organising events, care is taken to ensure that Zokit minimises its environmental impact by:

- ♦ Choosing venues that can demonstrate a commitment to sound environmental and events management (possibly through certification to Standards such as ISO14001 and ISO20121).
- ♦ Choosing venues that can be accessed by public transport, wherever possible.
- ♦ Encouraging car sharing
- ♦ Encouraging guests to car share with a member by charging the guests at the member rate.
- ♦ Striving to run ticketless events by encouraging members not to print event details.
- ♦ When working with independent caterers, choosing those that source food locally.
- ♦ Minimising food wastage by submitting final member numbers to caterers the day before an event to ensure the right amount is prepared.
- ♦ Anticipate that there will be a small percentage of people that cannot attend, and reduce final number accordingly.
- ♦ Securing partner details with local businesses to encourage member to shop locally.

This Policy has been communicated to all our members and is published on our website.

PLANNING

- Actions to address risk associated with threats & opportunities
- Environmental aspects 
- Compliance obligations (Legal & other requirements) 
- Environmental objectives 
- Planning actions to achieve objectives





ENVIRONMENTAL OBJECTIVES & PROGRAMME

OBJECTIVE	ACTIONS	RESPONSIBLE	RESOURCES	DEADLINE	MONITORING
1	To reduce 10% of energy consumption compared to year 2015 (Indicator: 23 kW/h/produced units)	To change lighting system and to install LED	Maintenance R.	2500 E	01/04/2016
		To isolate the north face of the building	Infrastructure Manager	25.000 E	10/09/2016
2	To eliminate chlorine from all site's activities, including cleaning & maintenance	To substitute chlorine based cleaning products.	Head of Cleaning Staff	4 wh	01/02/2016
		To find an alternative for water treatment in unit WT3.	Site Manager	6 man-days + tests	01/06/2016
3	To reduce 15% of hazardous waste generated in production processes	To find an alternative for the following products: IREF-P87964513, IREF-P87569023 and IREF-P86907145	Head of Design Dept.	Design Dept. Budget	30/07/2016
		To substitute standard batteries for rechargeable batteries and to follow up with new purchasing requirements established by the Design Dept.	Head of purchasing Dept	staff man-days	01/09/2016
4	To reduce the environmental impact of our product during the consumer's use phase, particularly in relation to water & waste.	To include environmental good practices within the users' manual	Head of Product Dept.	1 man-day	15/02/2016
		To create a specific contact e-mail for environmental enquiries from the customers	Customer Support Manager	1 man-day	30/01/2016
		To modify packaging into a single material packaging with 10% less material	Head of Design Dept.	see specific project's budget	End of June 2016

SUPPORT & OPERATION

- Resources
- Competence
- Awareness
- Internal communication
- External communication
- Documented information
- Operational planning & control
- Emergency preparedness & response



PERFORMANCE EVALUATION

- Monitoring, measurement, analysis & evaluation
- Evaluation of compliance
- Internal audit
- Management review



IMPROVEMENT

- Non conformity and corrective action
- Continual improvement



Organization's context





Expected results

- To comply with legal requirements
- To improve environmental performance
- To achieve environmental objectives
- To implement the organization's environmental policy
- To improve efficiency
- To reduce costs
- ...