Kingdom of Bahrain

Ministry of Finance

Green Policy

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Ministry of Finance

Green Policy and Procedures

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1. Vision

To play a leading role in providing a green work environment at the level of all ministries and governmental organizations in Kingdom of Bahrain by virtue of ensuring the highest degree of harmony and consistency between works and activities of the Ministry of Finance and the requirements of environmental balance and sustainable development.

2. Mission

To establish and apply concepts and values of the green policy within Ministry of Finance by virtue of a work schedule that covers the following areas:

- Results and targeted rates
- Practical measures and procedures adopted to achieve targets
- Indicators used to measure success in achieving this policy

3. General Strategic Goals

- To improve the ministry's image with regard to the environmental performance.
- To conform to local and international standards of environment preservation.
- To contribute in the national efforts aiming at protecting the environment and maintaining the future of the coming generations.
- To establish concepts, values, standards and policies of green environment within the ministry.
- To create an environmental culture among all the staff, to increase and improve employees' awareness of the environmental issues and to stress their roles, responsibilities and participations in improving the work environment and in enhancing the responsible environmental practices within the ministry.

4. Introduction

The ministry of finance understands and considers the importance of the environmental dimension in different fields and aspects of the national work. It believes that all its fundamental tasks and activities may affect the environmental system directly or indirectly on the long or the short run, on the local, regional and universal levels. Therefore, it understands and believes that protection of the environment from pollution, rational and optimal use of natural

resources, and maintenance of the coming generations' future are essential and crucial issues that should not be dealt with only by the specialized organizations and bodies. All institutions of civil society and individual initiatives should cooperate in this regard. Therefore, the Ministry of Finance announces its obligation to take all measures and procedures to minimize any environmental adverse effect arising from its activities as much as practical.

In the light of this obligation, the ministry's concern with issues of environment protection and the directions of His Highness Sheikh Ahmed Bin Mohamed Al Khalifa, the Minister of Finance; His Excellency Mr. Ismail Bin Abd Al Nabi Al Marhoon, the assistant undersecretary of resources and information, has prepared a paper on 30 December 2009 concerning implementation of green policy concept in the ministry. Such paper included an overview of the green policy concept, its applicability in the ministry and proposals for practical implementation of this policy. In 7th February 2010, His Excellency Mr. Aref Saleh Aref Khamis, the undersecretary of the ministry, has issued resolution no. (1) concerning formation of a committee to establish and implement the green policy concept in the ministry and to study and execute plans and programs intended for execution of this policy.

In this regard, the document of green environmental policy and procedures represents a written commitment to the principles and policies of the ministry with regard to the environmental dimension and the effect of its activities and tasks on the environmental balance and sustainable development.

5. Specific Objectives

- Decreasing paper consumption by 10% in December 2011.
- Recycling 70% of waste in December 2012.
- Reducing the value of water and electricity annual consumption bills by 10% in 2013.
- Decreasing the amount of waste produced yearly by 15% in December 2011.
- Conducting environmental revisions and audits to check compliance with environmental standards and laws, each 6 months, on a regular basis.
- Obtaining ISO 14001:2004 on environmental management in December 2012.

6. Policies and Guidelines:

6.1 Improving the environmental Performance

- Maintaining and reusing materials, recycling the recyclable waste, reducing paper consumption, reducing water and electricity consumption, purchasing products that comply with the environmental standards, reducing waste quantity, prevention of environment pollution and reviewing, monitoring and observing the environmental performance.

6.2 Obligation and Compliance:

- Stressing the ministry's contribution in the national efforts aiming at preservation and protection of the environment to maintain the future of the coming generations and the sustainable development.
- Compliance with environmental regulations, legislations, rules and laws issued by the competent authorities concerned with the environmental affairs in the kingdom.
- Exerting serious efforts to follow environmental measures and procedures to ensure compliance and to improve the image of the ministry continuously with regard to the environmental performance.
- Compliance with standards of ISO 14001:2004 on environmental management.
- Compliance with instructions and procedures on environment protection when adopting the economic vision of Bahrain until 2030.
- Compliance with principles of the environmental protection by virtue of proper controls and methods that can minimize practices not in compliance with the environmental standards, prevention of acts and materials that threaten safety and health, reducing waste, and focusing on safe treatments of waste.
- Enhancing and supporting departments' and employees' abidance by the policies and procedures aiming at eliminating the probable environmental hazards, guiding the environmental performance, adopting responsible environmental practice, reducing the negative environmental effects, and linking policies to the responsibility of each employee concerned with implementation of the policies.
- The ministry has an obligation to carry out its activities and operations in a way that ensures environmental safety and to exert efforts to reduce the environmental effect of its works.
- Establishing the concepts, values, standards and principles of the green environmental policies in the Ministry.

3.6 Awareness and Communication

- Increasing the level of environmental awareness among employees, including their knowledge about the environmental effects of the ministry's work and

activities, the proper procedures and suitable means required to fulfill the environmental requirements.

- Communicating the environmental obligation to all employees and persons dealing with the ministry and exchanging with them information on the environmental performance to benefit from their comments and suggestions in a way that helps in achieves the environmental goals.
- Communicating with organizations concerned with the environmental affairs in the kingdom.
- Creating an environmental culture among all the staff, increasing and improving employees' awareness of the environmental issues and stressing their roles, responsibilities and participations in improving the work environment and in enhancing the responsible environmental practices within the ministry.

6.3 Follow-up and Documentation

- Conducting periodic and documented audits on environmental practices, evaluating effective environmental initiatives, and assessing the environmental performance regularly to ensure fulfillment and compliance with the environmental requirements mentioned in the document.

7. Possible Environmental Effects of the Ministry's Activities

	Activity	**Output**	**Environmental Effect**
Emissions in the atmosphere			
1	Use of electrical energy	Gases	Global warming
2	Air conditioning and lights	Gases	Ozone layer depletion
3	Cars	Gases	Global warming
4	Smoking	Gases	Air pollution
Water Drain			
5	Cleaning and maintenance	Different chemicals	Air and sewage pollution
Use of Natural Resources			
6	Water uses	Water	Exhaustion of natural resources
7	Paper purchases	Paper	Destruction of forests
8	Furniture	Wood	Destruction of forests
Waste			
9	Offices/ Kitchen/ Cafeteria ...	General waste	Waste of natural

	etc.		resources, water and air pollution
10	Use of Information Technology Equipment	Waste of IT	Waste of natural resources that include toxic materials
11	Plants and trees cleaning	Natural waste	Environmental contamination

8. Office Waste and its Disposal

	Type of Waste	Method of Disposal
1	Papers having privacy	Tearing inside the office and recycling
2	Papers having no privacy	segregation and recycling
3	Carton paper	segregation and recycling
4	Carton boxes and packages	Collection and recycling
5	Glass bottles	segregation and recycling
6	Aluminum	segregation and recycling
7	Plastic	Collection and recycling
8	Unusable materials: paper and plastic dishes and glasses, and paper rolls	To be discarded with general waste
9	Toner cartridge	To be returned to the supplier or the competent entity for recycling
10	Waste of reorganizing and renewing	To be reused or to be donated for charitable organizations and schools
11	Waste of electrical equipment and their spare parts, including computers and their accessories	To be returned to the supplier for recycling or to be donated for charitable organizations and schools
12	Food waste	To discarded with general waste
13	Chemical waste resulting from cleaning and maintenance	Hazardous waste that should be disposed of by contractor of the cleaning or maintenance service, however the ministry should ensure that the chemical waste is disposed of as special waste.
14	Waste of plant leaves	To be discarded with general waste

9. Procedures

9.1 Procedures of reserving and reusing materials

Responsibilities of Managers:

- To find a central area in each department, where materials and stationeries will be collected to be reused, if possible, before purchasing new ones (such as files, discs and folders) or to be sent to Financial and Human Resources Department for donation to charitable organizations and schools.

Responsibilities of Financial and Human Resources Department:

- Encouraging departments to use the renewed or recycled materials if possible and if such use is more economical.
- Reusing renewed or repaired furniture in stead of purchasing new one, donating it to charitable organizations or selling it by auction.

- Reducing the number of scanners and photocopiers (only one photocopy will be used and it will be in the director's office) and encouraging the employees to use the photocopiers and scanners commonly. However, these machines will not be substituted if the available ones are sufficient for the department uses.
- Reducing the use of color printers and, when necessary, using only one color printer in the director's office.
- Making sure that the old toner cartridge is handed and is not working before providing a new one, however the old one should be placed in the designated wastebasket existing in Financial Information Department.

Responsibilities of Sections' Heads:

- Gathering papers having printing on one side only and placing them in the collector tray near each printer and photocopier to be reused before recycling, taking into consideration the privacy of information already printed on the other side of the paper.
- Encouraging the employees to use materials that are rarely used, such as hole punchers and staples.

Responsibility of Financial Information Department:

- Helping other departments to reduce the number of printers and encouraging employees to use printers commonly.

Responsibilities of the Employees':

- Adopting the working habits that can reduce misuse of materials and reducing the quantity used.
- Using narrower margins and smaller font when acceptable.
- Using the Lowest Quality option, when appropriate, to save the toner cartridge.
- Finding new uses for the materials that will be disposed or recycled.

9.2 **Procedures of recycling the recyclable waste**

General Objective	**Key Performance Indicator**	**Measurement**	**Actual in June 2010**	**December 2010**	**June 2011**	**December 2011**	**June 2012**	**December 2012**
Recycling 70% of waste in December 2012	The quantity of waste recycled in kilograms	**%**	0					

Recycling rate = the quantity of recycled waste ÷ the quantity of waste to be disposed of × 100

Responsibilities of Financial and Human Resources Department:

- Ensuring that the recyclable materials have been recycled by the competent entity.
- Keeping a record that includes the quantity of waste recycled daily (calculated in kilogram).

Responsibilities of the Employees:

- Separating or placing recyclable waste in the general waste basket (papers, cartons, plastic materials, glass materials, metal materials, toner cartridge and all waste of office machines and equipments).
- Making sure that each paper is used on both sides, whenever possible, before putting it in the recyclable waste basket.

Responsibility of Follow-up and Audit Committee

- To use clear signs in recycling facilities.

9.3 Procedures to reduce paper consumption

General Objective	Key Performance Indicator	Measurement	Actual in June 2010	June 2010	December 2010	June 2011	December 2011
Reducing paper consumption by 10% in December 2011	The reduced quantity of papers	Number	221				

The number represents the average monthly consumption within 6 months.

Responsibilities of Managers:

- To use e-fax and to set a schedule for the gradual dispensation of traditional fax.
- To avoid paper announcements and paper circulars, whenever possible, and depending only on publication in the internal webpage of the ministry.
- To use the electronic content of the internal webpage to save necessary data, documents and information and to make such information available to the employees based on their levels and areas of competency.
- To publish the executive information and reports in their proper places in the internal webpage of the ministry.
- To activate electronic archiving, to set a clear policy in the form of timetable to determine types of documents and papers to be archived and the

reserving period, and to stress that paper files and file cabinets should be disposed of gradually.

- To use dry erase boards instead of paper flip charts.
- To use eco bags instead of paper bags used for correspondences, gifts and other purposes, taking into consideration the required privacy of some correspondences.
- To send memos and correspondences via the electronic mail.
- To stop printing minutes of meetings, reports and documents of meeting and to publish them in the areas dedicated to meetings management in the internal webpage of the ministry.

Responsibilities of Financial and Human Resources Department:

- To make sure that the printer/photocopier has an option of printing/photocopying on both sides of the paper before making the purchase decision.
- To approve attendance records electronically.
- To keep a record that includes the quantity of papers consumed monthly.

Responsibilities of Financial Information Department

- To display the training material on screens during the training session and sending them to the trainees via e-mail or making them available on the internal webpage and the website of the ministry, instead of printing and distributing it.
- To set the option of printing on both sides of the paper as a default option.
- To include all application forms of the ministry in the electronic system.

Responsibility of Sections' Heads:

- To use the employees attendance system during the electronic approval of attendance records.

Responsibilities of Training and Development Department:

- To display the training material on screens during the training session and sending them to the trainees via e-mail or making them available on the internal page and the website of the ministry, instead of printing and distributing it.
- To make ads for workshops and training courses in the internal webpage of the ministry.

Responsibilities of the employees

- To use the electronic mail extensively and to use paper printing only when necessary.
- To use electronic means of communication (e-mail, the ministry's website, and e-fax) to communicate with the ministry's employees and all entities outside the ministry (for the purpose of sending letters, documents and reports).
- To use Service Workflow Application when following up service requests and to stop the related manual procedures.

- To use Employees Attendance System for electronic commenting on the attendance record.
- To use the option of delayed printing in stead of the option of instant printing to be able to cancel incidental printing orders.
- To print and copy document only when necessary and for work purposes only.
- To use the option of “Reduction” when photocopying to increase the paper capacity.

9.4 Procedures followed to reduce electricity consumption

Target	Key Performance Indicator	Measurement	Actual in 2009	2010	2011	2012	2013
Reducing the value of water and electricity annual consumption bills by 20% in 2013	The amount reduced from the value of water and electricity annual consumption bills	**Amount in Dinars**	**70583**				

<u>Responsibilities of Financial and Human Resources Department:</u>

- To use lighting systems that consume electrical energy more efficiently and to replace the old lighting systems gradually.
- To use automated lighting systems equipped with sensors to light areas where employees exists.
- To post remarkable signs to remind the employees to turn-off lights and electrical equipment at the end of the workday.
- To make sure that air-conditioning and heating systems are only used when necessary and are set to the proper temperature.
- To use sensors for automatic control of air conditioners to ensure that air conditioners are operating only in areas where employees exist.
- To use air conditioners that consume electrical energy efficiently.
- To clean lights and their accessories each 6 or 12 months.
- To consider the possibility of installing carbon glass or other suitable alternatives to the outer windows facing the sun to reduce the heat penetrating the building.
- To conduct energy audit and define the needs required to reduce electricity consumption.
- Using lighting systems that depend on solar energy for external lighting in the Ministry's building.
- To use water faucets and water cycle's fixtures that are manufactured to ensure highest degree of rational consumption of water.
- To install sensors to water faucet.
- To replace fixtures of water cycles by other fixtures that can consume water more efficiently.
- To carry out the required maintenance works (at least twice yearly) and to immediately repair any problems that may lead to water leakage.
- To keep a record on the cost of water and electricity consumption for each month.
- To post signs and instructions in areas where water is consumed to remind of rational consumption.

Responsibility of Mangers:

- To assign an employee in each section to be responsible for turning off electrical systems used commonly at the end of the workday.

Responsibility of Financial Information Department:

- To use computers and systems that consume energy more efficiently and that are designed to consume less energy.

Responsibilities of the Employees:

- To turn off lights in areas where employees do not exist and in areas that are not used intensively, such as meeting rooms, kitchens and water cycles.
- To make sure that all types of electrical and electronic systems are turned off when not used.
- To activate Energy Saving Features in the electronic systems.
- To use "stand by" mode in electrical systems, when applicable.
- To turn off the monitor if the employee will be away of his/her office for more than 20 minutes and to turn off the computer if it will not be used for one hour or more.
- To post signs and instructions in areas where water is consumed to remind of rational consumption.

9.5 Procedures of purchasing environment-friendly products

Responsibilities of Financial and Human Resources Department

- To focus on purchasing computers, computer accessories, all electrical and electronic systems and all "green" products that meet the environmental specifications and standards, and to reduce the use of products that have no green alternatives.
- To encourage suppliers and contractors to adopt safe and proper environmental principles and to provide information on products that can improve the environmental performance.
- To include the environmental standards in documents of bids and contracts.
- To minimize the use of color printers.
- To reduce purchases of office equipments and systems not necessary for carrying out the work.

Responsibilities of Financial Information Department

- To recommend the purchase of computers and computer accessories that meet the environmental standards, requirements and specifications.
- To minimize the use of color printers.
- To consider the possibility of purchasing multipurpose equipment (printer/ scanner/ photocopier)

Responsibility of Computer Systems Development Department

- To incorporate proper environmental policies in the regulations and rules of the unified financial manual when possible and necessary.

9.6 Procedures to reduce waste and pollution

Target	Key Performance Indicator	Measurement	Actual in September 2010	December 2010	June 2011	December 2011
Reducing the quantity of waste produced yearly by 15% in December 2011	The quantity of waste produced yearly	The quantity in Kilogram				

Responsibilities of Financial and Human Resources Department:

- To develop the methods used to manage waste inside the ministry in order to improve recycling levels.
- To designate two baskets for each employee; one for papers that will be recycled and the other for general waste that cannot be recycled.
- To make sure that wastebaskets are used for their designated purposes.
- To designate a wastebasket in the first floor to collect waste of toner cartridges and other waste of computers.
- To put a wastebasket near each printer/photocopier to collect papers the will be recycled.
- To adopt certain criteria for collecting, storing, handling, disposing of and treating waste.
- To keep a record on the quantity of waste, in kilogram, produced daily in the ministry.
- To generalize the principle of smoking prevention in all working sites and at all times without exception and to take penalty actions against employees who make violations.
- To consider the possibility of allocating a place in the ministry for smokers in stead of smoking in front of the Ministry's entrance.
- To maintain safe use of energy, electrical systems and electronic equipment.
- To monitor car's emissions inside the Ministry's building and carbon emissions inside offices.
- To maintain the efficiency of air conditioners to avoid the negative effect of emissions on the environment.
- To avoid usage of substances that are harmful to human and the environment when carrying out cleaning and maintenance activities.
- To use paper bags in the cafeteria in stead of plastic bags.
- To develop and apply certain procedures to reduce pollution effects.

- To store detergents and other substances used for maintenance in a safe way and safe place.
- To use wastebaskets in the cafeteria to separate recyclable materials from food waste.
- To designate a wastebasket in the ground floor for waste of electrical systems and equipment.
- To use natural plants that are environment-friendly instead of artificial plants, taking into consideration the possible negative effects.
- To make sure that hazardous materials (such as detergents, lamps, computers waste, dyes, chemicals and other hazardous materials) are disposed of correctly.

9.7 Procedures to enhance environmental awareness and participation

Responsibilities of Follow-up and Audit committee

- To motivate and encourage employees to provide their suggestions concerning establishing and implementing green policies and procedures in the ministry by virtue of "suggestion box" in the internal webpage of the ministry.
- To focus on enhancing employee's awareness and to charge the members of the committee with the responsibility of communication with different departments to ensure implementation of green environmental policies and procedures within the ministry.
- To highlight the environmental policies and procedures that will betaken.
- To post posters to increase the environmental awareness in all offices.
- To enhance communication and exchange of environmental information among the ministry, employees, suppliers and contractors.
- To submit appreciation and recognition certificates to employees who have valuable contributions in establishing and implementing the green environmental policies within the ministry.

10. Follow-up and Audit Committee

Formation of the committee

- The Maintenance Section in Financial and Human Resources Department will be responsible for maintaining green environmental policies and procedures, monitoring, following up and assessing the execution of these policies and procedures in cooperation with a committee to be formed of at least six members representing departments or floors of the ministry, the committee will be called "follow-up committee of green environmental policies and procedures execution".
- Membership in the committee will be renewed annually in January. The members will choose the chairman.
- The committee will meet one time every month if necessary.

Responsibilities of Follow-up and Audit Committee

- To define the environmental effects of the ministry's works and activities and to take any measures and procedures necessary to limit these effects.
- To assess compliance with environmental regulations, legislations and laws and to take corrective and preventive actions to eliminate causes of non-compliance.
- To define and achieve environmental goals and to conduct environmental initiatives in the defined times to ensure continuous improvement of the environmental performance.
- To measure the effectiveness of efforts exerted to improve environmental performance by following-up the goals that were defined for execution of environmental policies.
- To record, document and save documents and records of environmental performance and the committee's works, to ensure that the related procedures and documents are effective, and to set procedures for following-up, implementing and maintaining such documents and procedures.
- To follow-up the process of updating and publishing the document of green environmental policies and procedures in the ministry's website, internal webpage and all other communication channels.
- To find methods for reminding and encouraging the employees to follow and implement the environmental policies and procedures, especially during meeting and training courses.
- To make sure that each department has included in its annual reports its role and participation in the green environmental policies.
- To make sure that the policies and procedures are clear enough to be followed correctly and to be relied upon in auditing.
- To make sure that environmental control methods are used properly in a way that helps to discover and avoid deviations.
- To make reviews to reduce waste quantities and execute improvement plans to maintain good environmental practice.
- To call an external auditor to audit the environmental practices of the ministry.
- To make a periodic reports, every 6 months, on the environmental practices of the ministry. These reports are to include statistics on actual consumption of paper, electricity and water, waste volume and other environmental issues and to be published in the internal webpage of the ministry.
- To write an annual report on the environmental performance of the ministry.

Communication with Follow-up and audit committee

- If any questions, information requests, suggestions, complaints of violation do exist concerning the green policy and procedures, communication is to be made with the follow-up and audit committee at the address declared by the committee.

10. **Initiatives**

	Target		Main Procedures	Targeted Date	Performance Indicator
1	Reducing paper consumption by 10% in December 2011	1	Using e-fax in offices of the top management and all departments in the ministry to replace traditional faxes gradually	June 2010	The reduced quantity of papers
		2	Using the electronic content (the internal webpage of the ministry) to save documents and different information and reports of the ministry	June 2011	
		3	Generalizing use of Service Workflow Application when requesting and executing all services in the ministry, and stopping all the related paper correspondences	June 2011	
		4	Developing the website's uses related to posting executive information on the internal webpage of the ministry	March 2011	
		5	Using Employees Attendance System for comments on the attendance record by employees and heads of sections for review by financial and human resources department	July 2010	
		6	Using the webpage of meetings management existing in the internal webpage of the ministry and ceasing printing of meetings' memos and documents	March 2011	
		7	Incorporating electronic signature system	2011	

		8	Activating the electronic archiving system and disposing of paper files and files cabinets gradually	December 2011	
2	Recycling 70% of waste in December 2011	1	Dealing with a specialized company to execute recycling programs of recyclable waste	December 2011	The quantity of recycled waste
		2	Setting and adopting guidelines for reuse and recycling		
3	Reducing the value of water and electricity annual consumption bills by 20% in 2013	1	Coordinating with Electricity and Water Authority to conduct an energy audit and to provide recommendations for reducing energy consumption, and executing all possible recommendations	December 2013	The amount reduced from the value of water and electricity annual consumption bills
		2	Following certain procedures to reduce electricity and water consumption	December 2013	
4	Reducing the quantity of waste produced yearly by 15% in December 2011			December 2011	the quantity of waste produced yearly
7	Making environmental reviews and audits to check compliance with environmental standards and laws, on a regular basis, every 6 months			Every 6 months	Published review reports
8	Obtaining certificate of ISO 14001:2004 on environmental management		Ensuring that all procedures and policies mentioned in the ministry's document of green policy are applied	December 2011	Obtaining ISO certificate