



# Areim's Sustainability Management System 2016

---

Areim AB  
2016-04-20



## INDEX

<b>1</b>	<b>ENVIRONMENTAL POLICY</b>	<b>4</b>
<b>2</b>	<b>ORGANIZATION REQUIREMENTS</b>	<b>4</b>
2.1	Sustainability Inquiry	4
2.2	Legal requirements	4
2.3	Environmental objectives and action plans	4
<b>3</b>	<b>INTRODUCE AND PURSUE</b>	<b>5</b>
3.1	Organizational structure and responsibilities	5
3.2	Education, awareness and competence	5
3.3	Internal and external communication	5
3.4	Documentation	5
3.5	In case of emergency	5
<b>4</b>	<b>FOLLOW-UP AND CONTINUOUS IMPROVEMENT</b>	<b>5</b>
4.1	Management team review	5
4.2	Monitoring and measurements	6
4.3	Routines and/or instructions	6
4.4	Audit of the Sustainability Management System	6
<b>5</b>	<b>RECTIFY AND CONTINUOUSLY IMPROVE PROCESSES</b>	<b>6</b>

## Areim's Sustainability Management System, 2016-03-31

Areim's internal sustainability objectives are carried out as part of its environmental certification auditing process. The certification is based on the requirements of Svensk Miljöbas and focuses on carrying out measurable sustainability activities. The Sustainability Management System is based on five fundamental elements in ISO 14001 and EMAS. Areim's Sustainability objectives are reviewed annually by representatives from the Svensk Miljöbas Association.

### Five fundamental elements in our Sustainability Management System

#### 1. Establish an environmental policy

#### 2. Plan the organization

- Environmental aspects
- Legislation and other requirements
- Environmental demands

#### 3. Implementation and operations

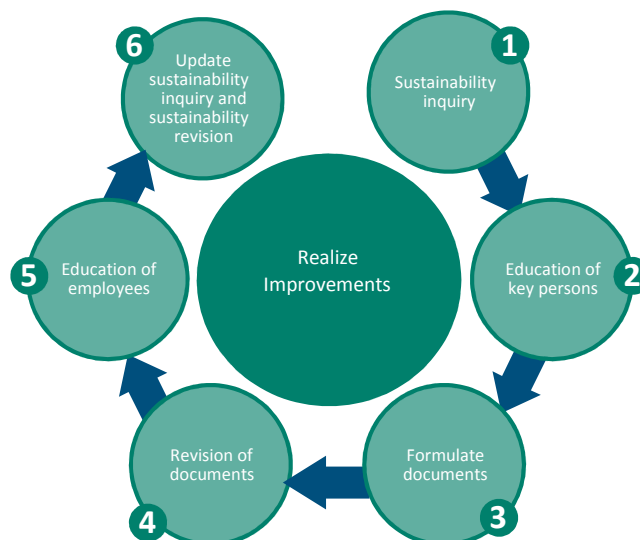
- Organizational structures and responsibilities
- Education, awareness and competence
- Communication
- Documentation
- Organization Guidelines
- Contingency action

#### 4. Follow-up and monitor the activities

- Review of the management
- Monitoring and measurements
- Deviations and corrective measures
- Documentation
- Revision of the Sustainability Management System

#### 5. Rectify and continuously improve processes

The structure below follows the PDCA-cycle (Plan-Do-Check-Act). This loop shows the process toward continuous improvements.



## **1 ENVIRONMENTAL POLICY**

The company shall have a documented environmental policy that reflects its intentions and governs its sustainability work. The environmental policy shall:

1. be relevant in relation to the company and areas in which it can potentially significantly impact the environment
2. contain an undertaking with respect to continuous improvements to prevent pollution
3. contain an undertaking to follow the company's current environmental legislation
4. act as guidance for the sustainability objectives
5. be sponsored by the management team, the employees and others who are expected to abide by it
6. be publicly available.

## **2 ORGANIZATION REQUIREMENTS**

### **2.1 Sustainability Inquiry**

The company shall have a documented sustainability inquiry containing the following;

1. Description of the organization with information on type of business, number of employees, products and/or services produced and current sustainability activities and competence.
2. Identification of sustainability aspects, positive as well as negative including assessment on impacts within the following areas;
  - the use of; energy, fuel, goods, services, water and chemical products
  - emissions to air, water and land
  - waste consumption
  - the company's products and services
  - noise, vibrations and odor.
3. Significant aspects shall be determined by the company on an annual basis based on the sustainability inquiry.

### **2.2 Legal requirements**

The company shall:

- follow valid legal requirements or other requirements from other authorities within the sustainability area
- list how environmental laws and other legislative regulations that concern the company with respect to its environmental impact are followed.

Possible authority injunctions shall be addressed within a stated time.

### **2.3 Environmental objectives and action plans**

The company shall document its sustainability objectives and action plan as to how to achieve these objectives which are based on significant sustainability aspects. The objectives and action plans shall be measurable and contain the following items;

- how to achieve objectives
- who is responsible for realizing each objective
- a timeline stating when the objective will be carried out including when the objective will be followed up and completed
- resource requirements for carrying out the objectives.

Environmental and action plans shall be identified for existing property portfolio on a yearly basis. Objectives are followed up continuously as a permanent agenda item on asset management meetings.

Objectives concerning projects are followed up contiguously as a permanent item on the agenda for project meetings. At management level these objectives are annually coordinated.

### **3 INTRODUCE AND PURSUE**

#### **3.1 Organizational structure and responsibilities**

Anna Broman is responsible for the company's sustainability work and achievements and Therese Rattik is responsible for compliance.

In connection to the yearly budget work, asset managers are responsible for assessment of objectives and action plans for the upcoming sustainability objectives. The action plan also consists of estimated resource expenditures in terms of time and money. The management team concludes and approves the action plan.

The project manager is responsible for assessment of objectives and action plans in respective projects, and corresponding to the effective objectives in the organization. The project manager also sees to that the objectives are followed up.

#### **3.2 Education, awareness and competence**

The employees shall have the competence to perform their jobs in an environmentally sustainable manner.

The company shall identify the educational needs within its own business and determine a documented educational plan.

A basic requirement is that all employees and consultants working within the company shall attend a basic course in environmental studies.

#### **3.3 Internal and external communication**

Employees of the company and other parties' shall be informed about the company's environmental work..

#### **3.4 Documentation**

The company shall maintain an environmental report that describes its sustainability work and improvements over time. The environmental report shall be available for all parties and contain relevant indicators to the company.

#### **3.5 In case of emergency**

The company shall evaluate its environmental risks and where possible prepare for how the company shall react in case an incident or accident.

### **4 FOLLOW-UP AND CONTINUOUS IMPROVEMENT**

#### **4.1 Management team review**

The management shall perform an annual review of the sustainability activities.

#### **4.2 Monitoring and measurements**

The company shall obtain statistics on consumer energy, heating, cooling, water and waste. Meters shall be read once a month by a procured maintenance operator. Consumer statistics shall be reported at asset management meetings at least once a year. Possible deviations detected will be reported immediately to responsible Asset Manager.

#### **4.3 Routines and/or instructions**

The company shall evaluate its need for routines and/or instructions to minimize or decrease its environmental impact with respect to the significant sustainability aspects.

#### **4.4 Audit of the Sustainability Management System**

An audit shall take place by Svensk Miljöbas approved auditors.

The company shall submit an annual audit the first four years and then at least every two years.

The company shall submit a third party no later than the second audit and thereafter at least every fourth year.

### **5 RECTIFY AND CONTINUOUSLY IMPROVE PROCESSES**

The company shall follow up its environmental work on a yearly basis. Compile and document possible changes from previous audit.

Through the audit, the company shall present improvements made through its sustainability management system.

Companies with activities in different premises shall have routines to follow-up their sustainability management system.

Stockholm 2016-04-20

Anna Broman