

ENVIRONMENTAL STEWARDSHIP POLICY

This policy is applicable to: all RPD business and portfolio, including contracted services.

DOCUMENT CONTROL

Policy Application Lead: Director, Corporate Sustainability	Policy Owner: Real Estate Business Services	Version: 3.1
Policy Drafter: Senior Manager, Environmental Management System	Approved by: ADM, RPD	Status: 3.0 Active,
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REVISION RECORD

Date	Version	Revision description
Jan 28, 13	1.0	Transferred policy into SSBC Policy template
Mar 21, 13	1.1	Updated document control and missing definitions as discussed.
Mar 27, 13	1.2	Corporate Sustainability Dept. reviewed and updated policy
Mar 28, 13	1.3	Review of updates
Oct 23, 13	2.0	Policy Approved
Apr 10, 14	2.1	Change IWS to RPD. Clarify Application re: owned, leased, maintained. Minor edits.
Oct 29, 14	2.2	Policy owner changed to REBS, minor edits
Oct 29, 15	2.2	Policy Review
Jul 31, 16	2.2.1	Re-drafting by cross-divisional "GO-Team" representing all Branches
Nov 10, 16	3.0	Policy Approved
Jun 07, 17	3.0	Branding updated
Dec 7, 17	3.1	Policy Review

2. **OVERVIEW:**

The context for this policy is as follows:

- 2.1 Environmental imperatives derived from [The Natural Step](#) Framework¹ drive the need to enhance environmental sustainability for present and future generations.
- 2.2 Environmental imperatives are linked to human health and safety.
- 2.3 Effective environmental stewardship of government facilities is an integral component of the Ministry's mandate to provide value to citizens.
- 2.4 Division-wide responsibility for environmental stewardship is an integral component of Real Property Division's (RPD) strategic plans, policies and strategies.
- 2.5 RPD will enhance environmental sustainability through the proactive management of its activities and operations on behalf of and in conjunction with other stakeholders.
- 2.6 RPD may transfer responsibility to external parties, including outsource facility management Service Providers², and must retain ultimate accountability for environmental stewardship.

3. **PURPOSE:**

To outline requirements that ensure the delivery of sustainable real estate services by RPD that address environmental stewardship imperatives such as climate action and risk mitigation.

4. **POLICY STATEMENTS:**

To provide assurance that its environmental stewardship commitments are upheld, RPD business operations shall be managed by RPD staff in consideration of the following:

- 4.1 Compliance with applicable legislation and other environmental commitments (e.g. policies, standards).
- 4.2 Pollution prevention, continual improvement of environmental performance and ecosystem restoration underpin environmental stewardship efforts.
- 4.3 Learning together with, and being among, leading organizations and jurisdictions.

¹ The Natural Step Framework is a well-recognized industry resource that was developed by a not-for-profit organization. The Framework includes System Conditions of a Sustainable Society that considers the impact of resource extraction and material production on the natural ecosystem and on social vitality.

² An outsource facilities management Service Provider is a private-sector organization which provides property management services to RPD and its clients under a contractual relationship.

- 4.4 Responsibility for comprehending and fulfilling environmental management roles and responsibilities is with every staff.
- 4.5 Senior Management Team upholds and maintains accountability for environmental management responsibilities.
- 4.6 Products and services that uphold environmental stewardship are solicited, promoted, shared, and/or incented.³
- 4.7 Environmental requirements and expectations are explicitly and clearly identified in legal contracts and agreements with contractors, clients, landlords and other stakeholder parties.
- 4.8 RPD and its facility management service providers maintain an ISO 14001 registered Environmental Management System.
- 4.9 Information related to environmental management is accessible, effectively communicated and easily identifiable.
- 4.10 Environmental stewardship is integrated within decision-making processes equally with economic and social imperatives.
- 4.11 Client programming efforts that positively affect building performance and reduce environmental impact are reasonably supported.

5. **APPLICATION:**

This policy applies to the business activities and processes undertaken by all RPD branches and departments. This policy applies to the entire portfolio under RPD management responsibility; i.e. owned, leased and maintained. Resources, reference materials and other support for applying the policy are available from the RPD [Environmental Stewardship](#) intranet site.

6. **EVALUATION AND REVIEW:**

The following practices ensure rigorous and routine evaluation and review of environmental practices:

- 6.1 Environmental Management Monitoring and Reporting Program
- 6.2 Quarterly EMS Management Review
- 6.3 Annual review of the Environmental Management System elements
- 6.4 Sustainability Assessments
- 6.5 Maintenance of ISO 14001 registration of the RPD Environmental Management System

³ Incentives can include, for example, rewards for clear standards of performance and/or environmentally-minded vendors.