

RESOURCE BOOK

INTERNAL ENVIRONMENTAL MANAGEMENT SYSTEM

GREEN YOUR OFFICE, GREEN YOUR BOTTOMLINE:

How to improve environmental performance of your financial institution



With funding support from





**INTERNAL
ENVIRONMENTAL
MANAGEMENT
SYSTEM**

ABOUT THIS RESOURCE BOOK

This resource book was prepared by the UNEP/ Wuppertal Institute Collaborating Centre on Sustainable Consumption and Production (CSCP). It is one of the deliverables of the “Environmental Governance Standards for Development Finance Institutions (DFIs) in Asia”, an 18-month grant project under the EU-Asia Pro Eco Programme. This project (www.egs-asia.com) aims to develop and support the initial application of Environmental Governance Standards (EGS) for financial institutions located in Asia. Besides the CSCP, the project partners include the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP); the Wuppertal Institute of Climate, Environment and Energy; the University of Leeds; and the University of St. Andrews.

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PREFACE

Much has been said and written about green banking. With care for the environment a mainstream topic nowadays in boardrooms and workstations of financial institutions (and in other organizations as well), is green banking for real or is it merely lip service, a public relations ploy, a scheme to make more money, or all of the above?

Let's start with the basics. First, a bank, like any business enterprise, needs to be efficient operationally – from building design and office layout, to use of resources such as electricity, water and paper. At the same time, it also has to look after the well-being of its people resources in terms of safety and quality of work life, among other things. The ultimate aim of this efficiency buildup is cost reduction and that both its operational processes and physical premises are not harmful to the environment. Based on the experiences of other banks that have instituted similar initiatives, a further improvement on operational efficiency and cost reduction has indeed been achieved.

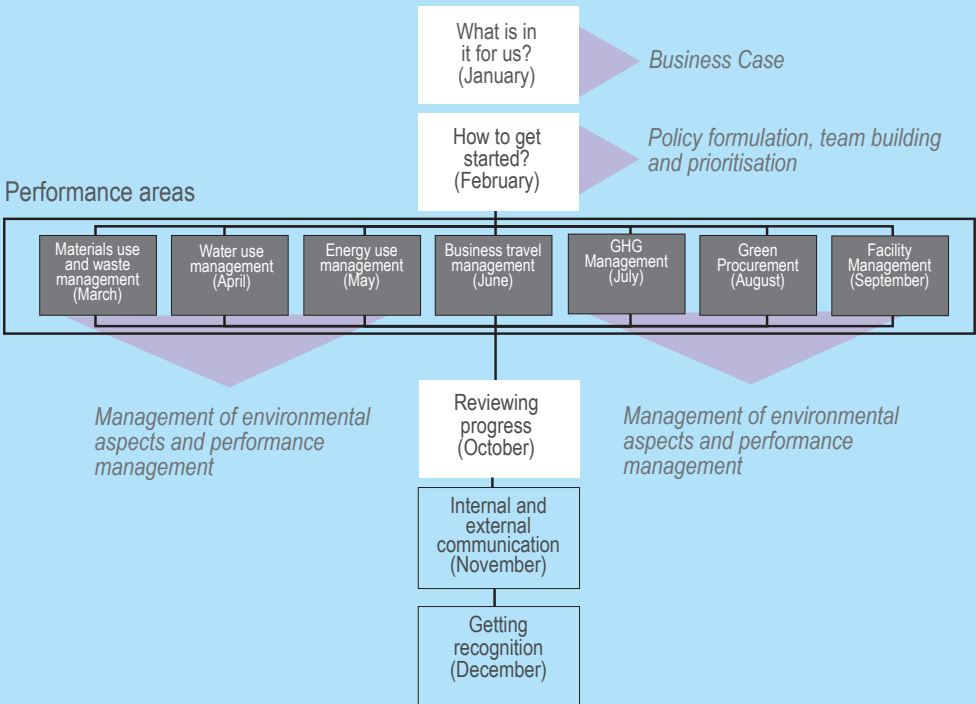
Take the use of light bulbs. A study shows that by just changing all incandescent light bulbs in a building into new, environment-friendly and brighter compact fluorescent light bulbs (CFLs) can save energy cost by 75% as the bulbs can last several more years. Imagine how much money a bank can save and improve its overall efficiency by this one adjustment alone!

This resource book presents more arguments for being a green bank aside from efficiency and cost factors: stakeholder scrutiny, reputation enhancement, new business opportunities and others. But more importantly, it provides a structured set of tools that banks and other financial institutions can use and apply in their respective organizations to become truly green from within.

Welcome to the world of internal environmental management system (IEMS). Together with the IEMS Trainer's Guidebook that comes in a package, we hope the IEMS works for you!

STRUCTURE OF THIS BOOK

THE structure of this resource book was developed with financial institutions' needs and priorities in mind. Its overall goal is to provide a new valuable asset to your organisation – one that is cost-efficient and results in a long-term flow of financial, reputational, regulatory and other benefits. This asset is environmental management at your office space. The picture outlines the major parts of the guide.



To help you with the time management of this project, there are 12 steps in this guide – each corresponding to one month of a calendar year.

As is the case with most businesses, financial institutions have limited time and resources whose distribution is guided by careful cost-benefit analyses. Thus, the first section (Action 1) provides the business case for re-designing your organisation into one committed to protecting our collective environment.

The second part (Action 2) seeks to set the stage for the process. It covers issues such as policy formulation, team building, and prioritisation.

The bulk of the guide (Actions 3 – 9) steers you through the process of managing various environmental aspects. These include: material use and waste management; water use management; energy use management; business travel management, greenhouse gas management; green procurement; and facility management.

The rest of the guide (Actions 10-12) links all the processes together and helps maximise the benefits attained from undertaking this task. The ultimate goal of this guide is to help your institution prepare a meaningful environmental performance report.

Each action within the environmental aspects management section (Actions 3-9) is based on four major pillars. It begins with outlining what the aspect entails and opportunities and risks presented in managing it.

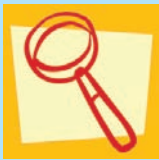
The following component answers the question why this particular aspect should be managed at all. The next parts give step-by-step instructions on how to achieve environmental management, which is followed by a section on measuring the actual results.

These chapters contain best-case examples from other banks and aim to inspire your organisation to take a leadership position on the issues.

SYMBOLS AND WHAT THEY MEAN



This symbol indicates that here are references and links to find out more.



This magnifying glass symbol indicates that there are hard facts and information described in this part of the publication. It includes suggestions and recommendations that might help in achieving better results.

CASE STUDY

These tables indicate Best Case Studies and exemplary actions from other organizations.

INFORMATION

These boxes give some tips or deliver useful information.