



POLICY MANAGEMENT

November 2017



LEARNING OUTCOME & RESOURCES

Learning Outcome



- Learning key policies and how these can be composed.

Resources

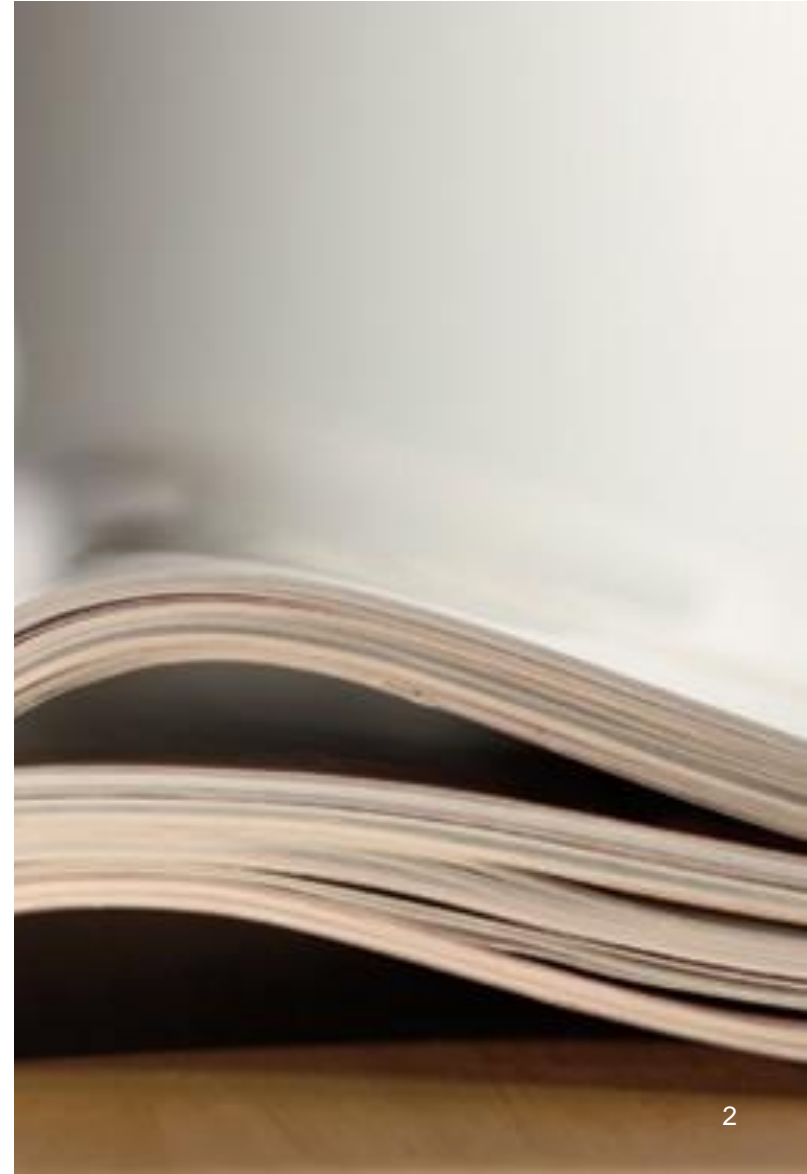


- REMC Company Handbook.
- ZDHC Chemical Management Systems Guidance Manual.
- <http://www.businessdictionary.com/definition/policies-and-procedures.html>

Workbook



Refer to complimentary excercises in your workbook.





ZDHC CMS 2.3.1 – Chemical Purchasing Policy

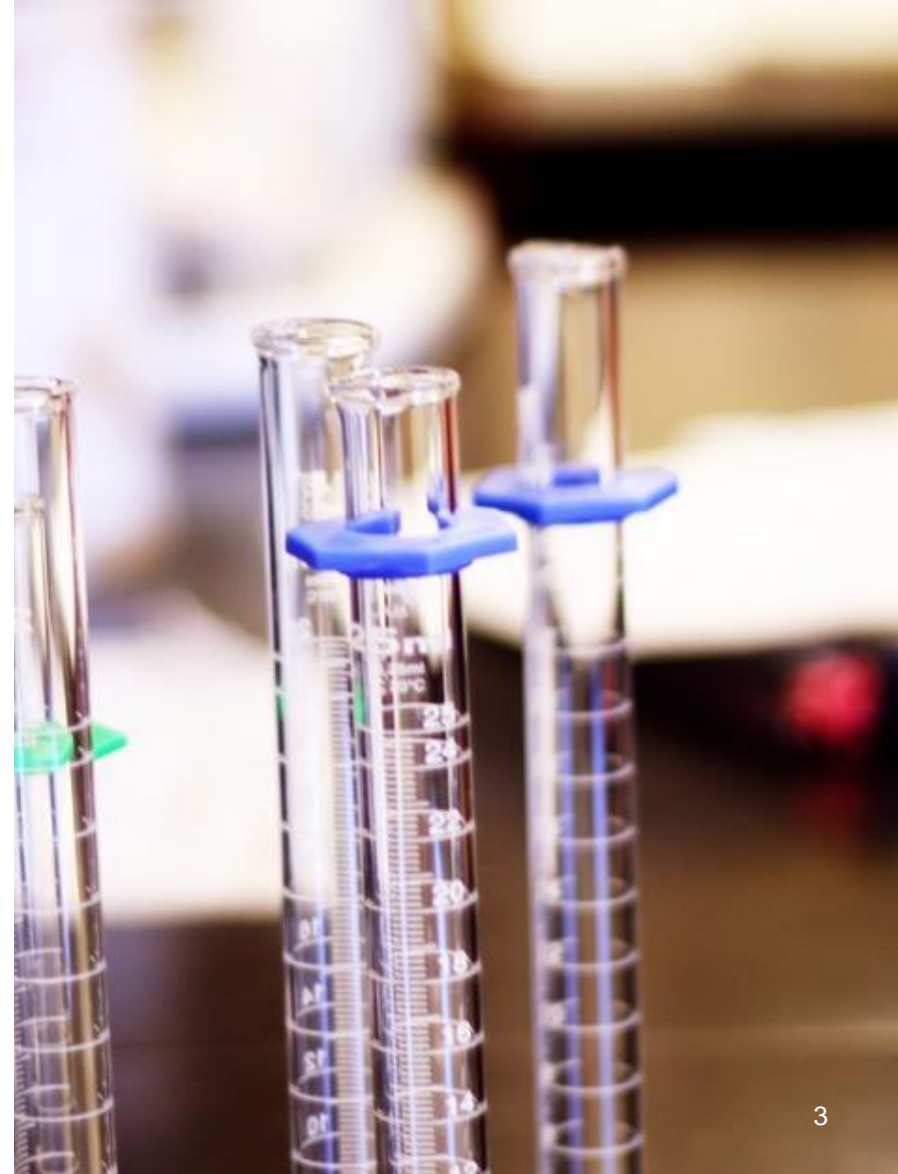
Chemical Purchasing Policy.

ZDHC 3.3 – Document development

- CMS Manual.

ZDHC CMS Document and Record Control

- Procedure to Control Documents and Records.





What problems can occur if policies are not covering key aspects of the Chemical Management System?



Brainstorm as a group and make notes in your workbook, exercise (8-1).

Policies



DEFINITION OF A POLICY

A policy sets out principles, rules, and guidelines formulated and adopted by an organisation to reach its goals.

A policy is designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

Policies ensure that a point of view held by the governing body of an organization is translated into actions.

Policies are generally adopted by the board of directors or senior governance body within an organisation, where procedures or protocols are developed and adopted by senior executive officers.



Which policies are important for a strong Chemical Management System?



KEY POLICIES

Policy Name	What it covers	Aim
Chemical Procurement Policy	Description of how the procurement process of chemicals shall take place in respect to regulatory requirements, transparency, packaging, chemical specifications, documentation, quantity and cost considerations.	Ensure minimal impact of chemicals on human health and the environment. Chemicals are bought in line with all applicable regulatory requirements. Cost savings.
Health and Safety Policy	Description of how protection of health and safety of workers who are in contact with or are working with chemicals takes place.	Ensure greatest possible protection of health and safety of people. Reduction of absenteeism.
Waste Management Policy	Description of how waste needs to be monitored, segregated, stored and disposed of.	Ensure adherence to all regulatory requirements and protection of the health and safety of people and the environment. Enabling reduction, reuse and recycling of waste.
Environmental Management Policy	Description of how the impacts on the environment from all business activities are identified and controlled.	To ensure the least environmental impact possible from operations.
Deadstock Management Policy	Description of how deadstock will be identified, prevented and reduced.	To ensure least environmental impact and greatest possible protection of health and safety for people. Information to improve procurement practices.



POLICY WRITING (1/2)

- **Policy Number** – for new policy drafts, this section should remain blank until a number is assigned by the Policy Group. For revisions, this number will remain unchanged.
- **Effective and Revised Dates** – to be determined by Policy Group.
- **Policy Title** – should capture the content of the policy; should not include the word “policy.”
- **Purpose** – a brief statement of the purpose of the policy which may include a basic explanation for the policy if not apparent on its face.
- **Additional Authority** – list of statute, regulation, State Board policy, Executive Order, or other relevant authority governing the policy.



POLICY WRITING (2/2)

- **Scope** – to who or what does the policy apply? For example, all employees, or all credit card payments.
- **Responsible Party** – list units, departments, or other pertinent areas responsible for administering or enforcing the policy. A contact phone number should also be included, but due to the difficulty associated with updating information, please do not name specific contact employees.
- **Definitions** – uncommon words or words with meanings unique to higher education should be defined and listed in alphabetical order.
- **Policy Statement.**
- **Procedure.**



REFLECTION

Take notes in your workbook, exercise (8-2).

1. List all policies that need to be updated and/or drafted for your Facility.
2. Review your MAP. Which of your improvement areas are related to chemical procurement? Note down your first ideas on an effective management action.

Open To Questions

SUMMARY



Every participant to feedback with one key learning from the session.



Take notes in your workbook, exercise (8-3).



Based on the GIZ REMC Toolkit; adapted by **MADE-BY** and STS
on behalf of Rewe Group, Tchibo GmbH and GIZ in cooperation with developPPP.de and the Partnership for Sustainable Textiles