



Environmental Roles and Responsibilities

1. Top Management

- Establish and approve environmental policies and objectives.
- Ensure compliance with legal and regulatory requirements.
- Allocate resources for environmental management programs.
- Review environmental performance through audits and reports.
- Promote a culture of environmental responsibility across the organization.

2. Environmental / Sustainability Manager (EHS / EMS Lead)

- Develop, implement, and maintain the Environmental Management System (EMS).
- Monitor compliance with environmental laws, permits, and company standards.
- Conduct risk assessments, environmental impact studies, and audits.
- Coordinate waste management, pollution prevention, and resource efficiency programs.
- Train employees on environmental awareness and best practices.
- Report environmental performance to top management.

3. Department Heads / Line Managers

- Ensure environmental policies and procedures are implemented within their departments.
- Monitor resource usage (energy, water, raw materials) and reduce wastage.
- Maintain safe handling, storage, and disposal of hazardous materials.
- Investigate and report environmental incidents.
- Encourage employees to follow environmental practices.

4. Supervisors / Team Leaders

- Ensure team compliance with environmental policies and safe practices.
- Identify potential environmental hazards and take corrective actions.
- Encourage reporting of environmental issues or near-misses.
- Support employee participation in sustainability initiatives.

5. Employees

- Follow all environmental rules, procedures, and training guidelines.



Environmental Roles and Responsibilities

- Use resources (water, energy, raw materials) responsibly.
- Segregate and dispose of waste properly.
- Report environmental hazards, spills, or non-compliance immediately.
- Participate in awareness programs and contribute to conservation efforts.

6. Contractors & Suppliers

- Comply with organizational environmental requirements and applicable laws.
- Manage and minimize environmental impacts of their activities.
- Ensure safe handling, storage, and transport of materials.
- Cooperate during audits and inspections.

7. External Stakeholders (Communities, Regulators, NGOs)

- Provide input and feedback on environmental performance.
- Collaborate in conservation and sustainability programs.
- Monitor compliance and hold the organization accountable.

A handwritten signature in blue ink, appearing to be 'B. dot', is written over the text 'Approved BY'.

Approved BY