

## Organization Standard

No. **ON.1.035**

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## Protecting the environment and work environment

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### 1. Purpose

This organization standard defines the key competencies in the area of environmental protection and protection of the work environment at ŠKODA AUTO (hereinafter 'the company').

### 2. Scope of validity

This organization standard is valid in the company and modifies procedures in all company departments that must be enforced in or applied to the conditions of business partners.

### 3. Basic Concepts/Abbreviations

#### 3.1 Abbreviations

EIA	'Environmental Impact Assessment' Evaluating the impacts on the environment arising from the legal requirements on environmental protection
EMS	'Environmental Management System'
Environment	Environment and work environment
EP	Environmental protection and protection of work environment
IPPC	'Integrated Pollution Prevention and Control' - based on environmental legal regulations
ITS	Internal technical standard
KPIs	'Key performance indicators' – selected ecological and energetic indicators (waste, CO <sub>2</sub> , volatile organic plants, water, and energy).
OU	Organization unit
POD	Process and organization documents

#### 3.2 Basic concepts

Business partner	A natural or legal entity operating on company premises that is currently in a contractual relationship with the company.
Employee	The term employee includes the following subjects: <ul style="list-style-type: none"><li>– core employee;</li><li>– natural person who has a contract with ŠA;</li><li>– apprentice of the ŠA Vocational school;</li><li>– a Group company employee.</li></ul>
EMS document administration	A company employee assigned by the OU manager to manage, distribute, archive and discard EMS documents and maintain an overview of EMS documents applicable to the company or the OU.
EMS representative	A company employee responsible for the functioning of the EMS. Since 1 January 2013 the position has been performed by the VS manager.

Environment and sustainable development strategic committee	<p>A counselling body of the company's Board of Directors to define company policy and targets with regard to the Environment.</p> <p>The strategic committee is chaired by the Board Member for area V, other members include the Board Member for area Z, members of the GreenFuture management circle and representatives of areas P and T.</p>
Environment programmes	<p>Specific aims to achieve environmental targets for the respective OU or the entire company. In each programme responsibilities, dates of implementation, means of implementation and ecological target figures are defined.</p>
Environment representative	<p>A company employee assigned with managing the activities aimed at environmental protection, maintenance of the environmental management system and the inspection of adherence to EP principles. At the Kvasiny and Vrchlabí plants they also communicate with the administration and inspection bodies in the area of EP. The EP representative is appointed by the manager of the respective OU for whom they perform the activities. The EP representatives' activities may differ among company OUs, therefore it is necessary to specify their responsibilities, e.g. as assigned by the manager. The environment representative is a contact partner for VSU on issues of EP.</p>
Environmental management system	<p>A part of the general management of the company concerned with the organization structure, planning activities, responsibility, processes and sources for improving environmental protection. The EMS principles are described in particular in the Integrated management system handbook and methodical guidelines of VSU (see chapter 6 Related documents).</p>
Environmental target	<p>A general, and possibly also quantifiable, environmental target based on company policy as defined by the company.</p>
EP regulations	<p>Binding internal and external regulations for the area of EP, i.e. generally binding legal regulations, decisions of administration bodies, POD concerning EP (e.g. operating instructions, local emergency plans, POD on waste management).</p>
Expert environmental protection officer (for waste management, water protection, air protection)	<p>A company employee appointed by the respective OU manager who checks adherence to the principles of EP in the respective OU and maintains the records (e.g. waste management, water protection, air protection), informs the respective OU manager about the situation identified, co-operates on introducing and sustaining the EMS (this activity is specifically stated in their job description). The expert officer acts as a contact partner for VSU on the issue of environmental protection.</p>
Facilities influencing the environment	<p>Facilities that influence or may positively or negatively impact the quality of the environment, e.g. by emitting harmful substances and subsequently polluting the work environment, waste water, soil, underground waters and the surroundings of production shops or the company premises.</p>
Impact list	<p>An overview of significant EP influences those products, activities and services generated under normal operating conditions or arising during extraordinary events.</p>
Local emergency plan	<p>A plan of measures for instances of emergency deterioration of the quality of water, drafted for the local operating conditions.</p>
Management circle GreenFuture	<p>A body that methodologically manages procedures, defines priorities and discusses finance to achieve EP targets.</p> <p>The GreenFuture management circle is chaired by an EMS assignee, other members include the managers of GP, EC, VP, NV, ZA, ZR and ŠKO-ENERGO and OS KOVO representatives.</p>

Management review	Periodic examination of the EMS by the company management/OU in order to ensure the continuous improvement of the EMS.
Operating guidelines	An internal document derived from the valid legislature that contains the description of a facility, its possible influence on EP, description of proper operation, maintenance and facility inspection plan, procedure in the case of extraordinary situations, manner and scope of maintaining operating documentation and work safety instructions. Approved operating guidelines must be available to everyone who runs a facility that may significantly affect the environment.
ŠKODA AUTO company policy	The company's declaration of its management aims and principles, it also includes the commitment to EP.
Umweltforum (Environment Forum)	The body that creates, discusses and implements measures on improving ecological and energetic KPIs. The Umweltforum is led by the VS/1 co-ordinator, members include assigned representatives for the environment and energetics of the respective areas and OS KOVO representatives.

#### 4. Competencies

Activity	Responsibility	
Defining and enforcing the ŠKODA AUTO company policy	Board of Directors	
Managing the company EMS	EMS representative	
Supervising the functioning of the EMS within the company		
Regularly submitting the Management review to the company Board of Directors in order to improve the EMS		
Enforcing the ŠKODA AUTO company policy	OU manager	
Adhering to the principles of EP and maintaining operational documentation		
Ensuring the compliance of activities with legal and internal regulations on EP		
Defining and maintaining procedures for activities that may affect the Environment		
Defining operating criteria for EP in internal documentation		
Appointing the Environment representative, EP expert officer and EMS document administrator		
Discussing the issue of EP at the OU bodies		
Motivating employees to improve the environment		
Implementing environmental aims and programmes		
Defining measures to remedy the deficiencies identified during external and internal audits, environmental inspections and examining the causes of extraordinary events within the scope of their authority		
Training employees and commercial partners working for the OU (e.g. external employees) on principles defined in EP regulations		
Adhering to EP regulations and the defined procedures		Employee
Saving natural resources (energy, water and sources)		
The possibility of submitting environment improvement proposals through the ZEBRA proposal centre		
The obligation to sort and prevent waste from being generated	Environment officer	
Managing and co-ordinating EP activities in the respective OU		
Maintaining EMS in the OU		
Providing data on behalf of the OU to VSU, e.g. EP cost in the OU, consumption of dangerous chemical products, regulated coolers and fluorinated greenhouse gases		

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Maintaining the record of air pollution sources	Expert air protection representative
Inspecting the operation of these sources in accordance with the approved operating guidelines or technological procedures	
Informing the respective OU manager on the deficiencies identified and proposing measures for removing the deficiencies identified and examining the accepted measures	
Maintaining operation records	Water protection expert representative
Checking the management of harmful substances	
Informing the respective OU manager on the deficiencies identified and proposing measures for removing the deficiencies identified and examining the accepted measures	
Maintaining the waste record	Waste expert officer
Confirming and archiving the record sheets of dangerous waste transportation	
Checking handling of the waste	
Informing the respective OU manager on the deficiencies identified and proposing measures for removing the deficiencies identified and examining the accepted measures	
Managing, distributing, archiving and discarding EMS documents	EMS document administrator
Maintaining the current overview of valid EMS documents on the Employee portal	
Defining the policy and targets of EP and EMS	Environment and sustainable development strategic committee
Methodologically managing procedures, defining priorities and discussing financing to achieve the Environment targets	GreenFuture Management circle
Drawing up, discussing and implementing measures leading to the improvement of selected ecological and energy indicators, so called KPIs	Umweltforum
Maintaining an up-to-date set of legal regulations on the environment at the Employee portal	VSU
Analysing the legal regulations of EP	
Applying the legal regulations of EP to the company POD	
Methodical management of EP within the company	
Maintaining central registration of influences on the environment	
Communicating with state administration bodies	
Defining the EP principles	
Checking adherence to legal and internal regulations of EP	
Co-ordinating the maintenance of the EMS	
Analysing the influence of the production process on the environment	
Statements on investment events from an EP perspective	
Approving the introduction of new chemical products	
Managing the removal of old ecologic load	
Performing risk assessment of an ecologic damage	
Verifying the professional content of EMS documents	
Ensuring instruction in the EMS and EP courses	
Performing internal audits of the EMS	
Acting as a partner in discussions with ŠKO-ENERGO in the area of water management, waste management, operating the sources of air pollution and energetics	VSU / VSB / Environment representative in the Kvasiny and Vrchlabí plants
Respecting and taking into account the principles of EP, in terms of economic indicators	EC
Including the criteria of ecologic acceptability into the evaluation and assessment of aims	

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Legal counselling upon solving EP-related disputes with state administration bodies	EP
Interpreting legal regulations (in particular new laws on EP)	
Assessing contract proposals from the areas of EP	
Analysing legal regulations of EP (in particular as regards products)	PA
Communicating with dealers and importers in the area of EP	
Methodically managing and checking the conduct of dealers in the area of EP	
Ensuring that the product is collected and processed after its service life expires	
Communicating with customers about product features and their influence on the environment, manner of collecting and processing the product or its parts after its service life expires	
Communicating with the environmental state administration regarding the issue of collecting and disposing of selected tyres, batteries, oil and the issue of old cars in the Czech Republic	
Adhering to the principles of EP in service activities	T
Developing a product with respect to the Environment and ergonomics (selecting materials and technologies with the aim of lowering emissions and noise as well as recyclability, see ON.2.003 Product development process)	
Analysing legal regulations on EP from the perspective of product development	
Adhering to the principles of EP in development activities	VP, VS, VL, VF, VK, PA, TE
Respecting the EP principles in planning, building and equipment	
Ensuring operating procedures for new facilities and technologies	
Preferring eco-friendly technologies and materials, low energy-consumption, minimizing noise, emissions, waste and waste water, optimizing ergonomic solutions, sufficient heat and sound building insulation features	
Providing information to VSU on new aims incl. their changes and respective documentation in order to fulfil the obligations arising from the Environment regulations (see <a href="#">ITS 1.06</a> ), the obligation to notify relates not only to new investment construction aims but also to installation, modifications or disassembly of technological facilities that influence the environment	
Enforcing the EP principles when ordering and purchasing material, parts, facilities and services	
Integrating the requirements on EP in contracts of lease, supply and integration	N, VP, VL, PA
Enforcing ecological conduct of suppliers	
Ensuring regressive acceptance of selected products in line with the law on waste	
Adhering to the principles of EP when selling waste for profit	GP
Including the topics of EP in the company's communication, e.g. EP presentation in the Sustainable development report, in the ŠKODA Mobil newsletter	
Supporting expert company departments in their communication with the state bodies as part of sustainable development, including the issue of EP	ZR
The obligation to adhere to EP principles on company premises	Business partner
The obligation to abide by the provisions of contract supplements on EP requirements	
Enabling adherence checks on EP principles conducted by company representatives	
Checking adherence to the principles of EP at business partners	VSU, VSB, the OU which the business partner work for

## 5. Procedure

As part of their competence, every employee and business partner operating on company premises must behave in a way so as to prevent threats or damage to the environment.

### 5.1 EP in the planning process

The procedures and principles of planning a target, implementing construction and designing technologies are defined by ITS 1.06. During homologation, standard periods of acquiring and drawing up all evaluations, permission and approvals are to be obtained in keeping with the law (incl. the periods of the EIA, IPPC process). A prerequisite for achieving compliance with environment law is the timely knowledge of VSU about the targets and subsequent co-operation of the planning departments with VSU during all stages of the process.

### 5.2 EP in the production process

The procedures of EP management in the production process, while maintaining machinery and facilities and in logistics are described in the respective company POD (e.g. operating regulations, local emergency plans).

### 5.3 EP in the product development process

The procedures of EP management within the product development process are described in the respective company POD (e.g. operating regulations, local emergency plans).

## 6. Related documents

### 6.1 Law

Laws on EP – see [Employee portal](#) (only cz)

### 6.2 Group documentation

ORL Nr. 507 Organisation und Verantwortung im Umweltschutz  
1.2 K-EFUW 3.3 PS SUP 5 Ermittlung und Bewertung von Umweltaspekten und Festlegung von Umweltzielen

### 6.3 Company documentation

Integrated Management System handbook  
[671/4 Packaging](#)  
[842/15 Water management](#)  
[ON.1.017 Air protection](#)  
[ON.1.023 IMS audits](#)  
[ON.1.024 Chemicals and process materials](#)  
[ON.1.032 Waste management](#)  
[ON.1.037 Document Recording Regulations](#)  
[ON.1.040 Emergency situation](#)  
[ON.2.003 Product Emergence Process](#)  
[MP.1.904 Monitoring operational \(overhead\) costs of environmental protection](#)  
[MP.1.905 EMS Training and educating](#)  
[MP.1.907 Internal and external EMS documentation](#)  
[MP.1.908 Environmental impacts, register of impacts](#)  
[MP.1.909 EMS records](#)  
[MP.1.910 Measuring environmental parameters and assessing compliance with environmental protection requirements](#)  
[MP.1.911 Communication systems in environmental management](#)  
[MP.1.912 Determining environmental objectives and environmental programmes](#)  
Ecology and EMS ([Employee portal](#))  
EMS documents: operating regulations, emergency plans, internal waste management guidelines

**7. Records**

General records	impact list internal and external inspection protocol protocol for extraordinary events, reg. no. 1608 Environment programmes sheets EMS internal audit report EMS external audit report Integrated management system review decision of administration bodies report on fulfilling the conditions of the integrated permission
Waste management	Waste weight sheets, registration notes of dangerous waste transport, operating registration of waste, waste analysis protocol, dangerous waste identification notes, waste descriptions
Air protection	Emission measurement protocol, operating records of air pollution sources (changing and stable figures), protocols for air pollution source inspection
Water protection	Operation log of water-treating facilities, unwholesome substances storage operation log, waste water analysis protocol, charts of water and energy consumption, inspection protocols for retaining and emergency reservoirs, distribution system and unwholesome substance tanks
Work environment	Work environment measurement protocol

**8. Supplements**

- N/A

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