



THE INFOVISION RESEARCH SYSTEMS

ENVIRONMENTAL MANAGEMENT SYSTEMS

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1.0 Purpose

The manual outlines the scope of the Infovision Research Systems Environmental Management Systems and provides a linkage of system documentation to various elements of ISO Standards.

The principal elements of the system described in this manual area

- Environmental Policy
- Environmental Aspect
- Legal and other requirements
- Environmental Objectives and Targets
- Environmental Management Programs
- Organized Structure and Responsibility
- Training, Awareness and Competence
- Communication
- Document Control
- Operations Control

- Emergency Preparedness and Response
- Monitoring and Measurement
- Nonconformance and Corrective and Preventive Action
- Records
- Environmental Management Systems Audit
- Management Review

2.0 Scope

Infovision Research Systems, Inc. EMS provides a mechanism for environmental management throughout all areas and departments. The environmental management system is designed to cover environmental aspects that a facility can control directly manage and those it cannot control or directly manage but can be expected to have an influence

3.0 Issue and Update

This manual is issued effective October 2012 and shall cover all the company's existing branch operations as well branches which will be opened in years to come.

Amendments or updates to the manual maybe made as necessitated with the concurrence of the Environmental Management Board.

4.0 Infovision Research Systems Environmental Policy

IRS Environmental Policy

Infovision Research Systems, Inc. is committed to providing a quality service in a manner that ensures safe and healthy workplace for our employees and minimizes our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Our Policy therefore is to ;

- Integrate the consideration of environmental concerns and impacts in decision making
- Minimize our waste and employ the reuse and recycle principle as much as possible.
- Minimize energy and water use within our buildings and work processes and establishments in order to conserve supplies
- Purchase products that consume less energy or are less harmful to the environment
- Ensure a well-informed workforce on the ecological balance through trainings and educations.
- Promote Environmental Awareness among our employees and encourage them to work for a sustainable environment characteristic.
- Communicate Environmental Commitment to clients, customers and the public through any medium to gain public awareness and support
- Create a policy on waste materials disposal, hazardous waste disposal and the containment of air pollution in the work place.

5.0 Environmental Aspects

Environmental Aspect	Environmental Impact
A. Operations/ Work Process	
Use of Paper	Contribution of the depletion of trees
Use of Machines	Air pollutions/ Air Hazards
Use of Water	Pollution of Streams/Water Tributaries
Use of Light	Energy Consumption/ CFC contribution
Use of transport	Carbon Emissions resulting in the depletion of ozone layer / CFC
Food	Chemical and Biological pollutions/ wastage
Use of Harmful Chemicals	Air Pollution

6.0 Legal and Other Requirements

IRS shall adopt legal measure for its Environmental Management Systems within the bounds of the law. It shall abide both national and local government regulations.

7.0 Environmental Objective and Targets

At each branches, we first ascertained the type of impacts (environmental impacts) various environmental aspect of the branch operational activities and services that have or may potentially have on the environment. We then assessed such impacts (environmental impact assessment). Through this process, we identified which environmental aspects have or may potentially have a major environmental impact (identification of significant environmental impact).

To reduce the risk of these environmental impacts' occurrence, we clearly set objectives and targets.

The following lists the major objectives and targets established at each branches.

- (1) Reduction of wastes and improvement of recycling rate
- (2) Promotion of energy and resource conservation
- (4) Development of environmentally benign products

To achieve such objectives and targets, we have developed and are implementing an environmental management system. This entails preparing an Environmental Management Program (EMP) that specifies responsibilities, means, and schedules, among other matters; and periodically monitoring, measuring, and keeping records of key operational variables.

Environmental Targets	Environmental Objectives
Reduction of wastes and improvement of recycling rate	<ul style="list-style-type: none"> • Thorough sorting of wastes • Promotion of general waste recycling • Implementation of plastic waste recycling • Improvement of recycling rate • Reduction of volume of waste per person • Implementation of recycling of all concentrated liquid wastes
Promotion of energy and resource conservation	<ul style="list-style-type: none"> • Reduction of paper usage • Reduction of water usage • Reduction of power usage • Development of energy management systems
Development of Environmentally Friendly Products	<p>Reduction of products' energy consumption</p> <ul style="list-style-type: none"> • Identification of products' recyclable components • Establishment of product disposal procedures • Implementation and use of current technologies to reduce the amount of gas and water used by products

8.0 Environmental Management Programs

Environmental Aspects	Programs	Mechanisms	Timeline
A. Paper Usage	<ul style="list-style-type: none"> • Reduction of paper implements in the operations by 50% • Reuse and Recycle • Conservation of paper usage 	<ul style="list-style-type: none"> • Encourage clients for a paperless reports • A 100% Recycling of paper usage will reduce paper consumption by 50%-60% • All reused papers will be turned over to recycling plants • Implementation of strict wastage penalties will promote less 	<ul style="list-style-type: none"> • 3 years campaign • 2012-2015

		<ul style="list-style-type: none"> waste 	
B. Machine Usage	<ul style="list-style-type: none"> Shift from CRT to complete LED based computers with less CFC emissions Shift to a more energy efficient, 5 in 1 MFC machines 	<ul style="list-style-type: none"> Purchasing shall require suppliers an Environmentally friend, less energy computers Purchasing to require suppliers for an environmental, ZERO CFC machines 	<ul style="list-style-type: none"> 5 years
C. Water & Energy Usage	<ul style="list-style-type: none"> Water Recycling procedure which will reduce the use of water by 30% The use of LED lightings in all offices to reduce energy consumption by 20% Enabling policy of light and water usage in the office 	<ul style="list-style-type: none"> Implement a Water catchment for used water for use in plants or flushing toilets Purchasing will require an energy saving LED lights systems in office 	<ul style="list-style-type: none"> 2012 to present
D. Material Wastes	<ul style="list-style-type: none"> A waste disposal policy shall be implemented Waste Segregation Policy 	<ul style="list-style-type: none"> Management directs all branch to implement a materials disposal process akin to the existing LGU policies of waste segregation and other mechanisms 	<ul style="list-style-type: none"> 2012 to Current
E. Transport Usage	<ul style="list-style-type: none"> Help in the reduction of the carbon footprint 	<ul style="list-style-type: none"> Require gasoline purchases to shift to the more environmentally friendly Bio Ethanol gas 	<ul style="list-style-type: none"> 2012 to current

		<ul style="list-style-type: none"> • Encourage to use MRT/ LRT to for a more environmentally friendly operations 	
F. Environmental Awareness Campaigns	<ul style="list-style-type: none"> • Reduction of Non Biodegradable Garbage/ Wastes • Reduce Chemical/ Air Pollution 	<ul style="list-style-type: none"> • Inter Office campaign to discourage use of plastic, styrofoams, straws in purchase or keeping of foods • No Plastic Policy • Waste Segregation • No Smoking Policy • Require Fumigation/ Pest Control Contractor to use only DENR approved chemicals • Tree Planting Programs • Participation of Community Clean up programs • Support to the Environmental NGO through cash and other initiatives • Echo Government mandated environmental programs as part of the environmental policy of the company • Encourage up to 50% reduction of garbage/wastes 	<ul style="list-style-type: none"> • 2012 to present

9.0 Organizational Structure and Responsibility

	EMS Position	Responsibilities
CEO	CFT Chairman	Approving Authority
COO	Cross Functional Team Head	Oversees policy actions, finance and implementation
HR	Audit Program Leader	Acts as Leader on EMS Compliance in all departments
Accounting/ Finance	Purchasing	Performs/ implements minimum environmental requirements on purchases as stipulated in the EOT.
Branch IT Heads	Facility Managers/ Environmental Manager	<ul style="list-style-type: none"> • Implementations of policy and commitment within the EMS • Acts as the reviewer of purchases corresponding EMS purchasing within the Environmental Objectives
Branch Heads	CFT Members / Environmental Managers	Oversees implementation of the EMS in coordination with Facility Managers
Division Heads	CFT Members	Oversees implementation of the EMS/ Objectives
Supervisors	CFT Members	Strictly implement environmental policies

10.0 Training, Awareness and Competence

Infovision Research Systems shall identify, plans, monitors and records needs for personnel whose work may have a significant impact upon the environment. Infovision Research Systems, has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects, their roles and responsibilities in achieving conformance with the policy and procedures and with the requirements of the environmental management system. The training coordinator is responsible for maintaining employees training records. Appropriate records are monitored and reviewed on a scheduled basis. Competency is determined by the employees supervisors.

The company adopts a specific Environmental Training Plan in coordination with various Environmental Non Government Organizations.

11.0 Communication

Infovision Research Systems has established and will maintain a procedure for internal and external communication systems regarding environmental aspects.

12.0 Environmental Management Systems Documentation

This manual identifies all the documents relevant to the EMS of Infovision Research Systems. A copy of EMS Documents, other than the visual aids and records can be obtained from the EMR or designated personnel such as the Environmental Manager and are therefore provided.

13.0 Document Control

Infovision Research Systems has established an environmentally procedure for controlling all documents related to the environmental system. This procedure describes where documents can be located and how and when they are reviewed. The procedure ensures that the current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are obtainable from the EMR or the Environment Manager.

14.0 Operational Control

The CFT is responsible for identifying operations and activities associated with significant environmental aspects that require operational controls in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the EMS and ensure that the systems is maintained in accordance with the environmental policy, objectives and targets and is communicated to suppliers and contractors.

- Systems Procedure – cover the management and control of both the EMS and the principal environmental aspects that the systems manages. The procedures are facility wide in their application.
- Work Instructions – cover the environmental control of specific operational activities and are usually activities specific in their applications.

15.0 Emergency Preparedness and Response

Infovision Research Systems has an Environmental procedure to identify the potential for and to respond to accidents and emergency situations and for preventing and mitigating the environmental impacts that maybe associated with it. Emergency methods are reviewed by the CFT on an annual basis and after the occurrence of accidents or emergency situations.

Emergency Preparedness likewise covers the operations and plans for Continuity of Business in any events man made or nature enduced. A separate manual for Emergency Preparedness and Response and the Continuity of Business Plan is being part and incorporate in the corporate operational manual.

16.0 Monitoring and Measurement

Infovision Research Systems has established an environmental procedures to monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment. This procedure includes calibration and maintenance requirements and ensures that records will be retained.

The Monitoring compiled by the Facility/ Environmental Manager will reported to CFT for review. The review outlines the need to conduct assessment on compliance and reports on results and impacts to the operations.

17.0 Non Conformance and Corrective and Preventive Action

Infovision Research Systems has an environment procedure for defining responsibility and authority for handling and investigating conformances of the EMS, for taking action to mitigate impacts and for initiating and completing corrective and preventive actions. Any changes in procedures resulting fro corrective and preventive actions are implemented and recorded. The Audit Program Leader maintains these records.

18.0 Records

Infovision Research Systems has an environmental procedure for the identification, maintenance and disposal of environmental records. These records include training records and the results of audits and reviews. They are readily retrievable and protected against damage, deterioration and loss. The areas and departments maintains their own environmental records. Records and Documentations retention is also specified in the procedure.

19.0 EMS Audit

Periodic systems Audits are conducted to ensure that the EMS has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to schedule that is based on the environmental importance of an activity, the results of previous audits and the audit schedule. All Auditors are trained and audit records are kept the Audit Program Leader.

20.0 Management Review

The Chief Executive Officer who as also as the CFT Chairman together with the CFT Head reviews all elements of the EMS annually to ensure continuing suitability, adequacy and effectiveness. Meeting minutes record these reviews and are kept by the Environmental Manager.

21.0 Record of Revisions

Revisions maybe done in accordance with the CFT directive and shall be recorded on the following format;

Revision Date	Description	Sections Affected

Prepared by :

Infovision Research Systems, Inc.
Facilities and Environmental Manager
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