

1 Environmental Guidelines

At **PORTS DE LA GENERALITAT** we have introduced an Integrated Quality and Environmental Management System which includes all our activities carried out at ports and offices. The introduction of this system arose from our concern for the protection of the environment and in order to improve the quality of our services.

This is why we would like to ask for your collaboration so that we can all ensure that our ports are managed responsibly. The participation of all of us who use the facilities is vital to achieve these goals.

These guidelines can help suppliers and other interested parties perform more environmentally-friendly activities. Therefore, we are grateful for your collaboration and we encourage you to bear in mind the recommendations within these guidelines, **as well as the requirements stated if they are applicable to you.**

All modern-day companies should incorporate environmental protection criteria into business management, within a general Corporate Social Responsibility policy, and assume the relevant responsibility regarding the conservation and improvement of the environment.

1.1 Water consumption

According to the preface of the current Water Law, water is a scarce natural resource which is essential for life and the vast majority of economic activities. It is irreplaceable, impossible to expand through mere human will, irregular in how it appears in time and space, easily vulnerable and susceptible to successive uses.

😊 Use water wisely. Do not leave taps on when not required.

One drop per second from a dripping tap represents a monthly consumption between 1,000 and 2,000 litres, and a toilet tank can lose up to 150 litres a day.

Please inform PORTS DE LA GENERALITAT staff when you see a water leak anywhere on site, whether it is because something is not working correctly or because other users or people are using water unwisely.

1.2 Waste

Today's most widely accepted and recognised philosophy on waste treatment can be summarised in the following points:

- ☺ **Reduce** the production of waste materials in keeping with criteria on eco-friendly consumption.
- ☺ **Reuse** waste materials by looking for alternative uses.
- ☺ **Recycle** waste materials so they can be later used as a prime material with the same or different function.

Good waste management, which we consider is an essential cornerstone, can begin with the **purchasing policy** itself: buying products with returnable packaging, choosing those which use less packaging or avoiding the use of toxic products or pollutants, etc.

- ☺ Dispose of **non-hazardous** waste in the relevant container found on PORTS DE LA GENERALITAT facilities:

Ask staff from PORTS DE LA GENERALITAT how waste is separated in the area you are working in order to separate as much of the generated waste as possible.

Separate waste collection containers: **plastic**, **paper and cardboard**, **glass**, **organic waste** and **rubbish**.

- ☺ If your activity contracted by PORTS DE LA GENERALITAT generates **hazardous waste**, **please take responsibility** to manage it in the right way.

You must provide us with certification or proof that waste is managed in the right way: a copy of waste monitoring sheets, a letter specifying how your waste is managed, etc., addressed to the Port Region where you are working.

Hazardous waste: packaging that has contained hazardous substances, contaminated absorbents, leftover paint, solvents, electrical or electronic devices, waste oil, batteries, aerosols, contaminated sludge, polluted water, etc.

- ☺ **Never** dispose of waste into the sea or leave it on site.

Please inform PORTS DE LA GENERALITAT staff if you see bad practice (disposal of waste into the sea, waste spills, etc.) by other users or people so that we can take action.

😊 If you are doing **works** at PORTS DE LA GENERALITAT facilities:

Remember that you must manage waste generated during the works in accordance with current regulations.

You must provide us with certification or proof that waste is managed in the right way: a copy of waste monitoring sheets, a letter specifying how your waste is managed, etc., addressed to the Port Region where you are working. (See contact details at the end of this document)

1.3 Energy

😊 Take maximum advantage of natural light.

😊 Switch off lights that are not needed. However, it is better not to switch off strip lights if they are going to be needed again soon.

Please inform PORTS DE LA GENERALITAT staff when light fittings are not working correctly or if there is a power cut or incident in the electrical network.

1.4 Use of products

😊 Choose environmentally-friendly products and always use the recommended amount.

Please make an effort to find out about products on the market that can perform the required functions but with a **lower environmental impact** (eco-consumerism). On today's market we can find many green products (biodegradables, phosphate-free detergents, mercury-free batteries, recycled products, etc.) which are an alternative to traditional products.

If you are applying any of these criteria to your products, **please let us know and we will evaluate your work positively.**

😊 Requirement of **safety data sheets** for hazardous products.

If you are using hazardous product(s), **you must provide us with safety data sheets** addressed to the Port Region where you are working.

On these data sheets we will find safety regulations and emergency procedures, as well as information about the level of danger and appropriate handling, transportation and storage.

1.5 Waste water

- ☺ **It is strictly forbidden** to dispose of any type of pollutant (oils, chemical products, solvents, paint, etc.) into the sewage system.

Water pipes that lead to the sewage system are there to collect and then treat domestic waste water. Other types of waste can hamper or even prevent the appropriate treatment of waste water.

Please inform PORTS DE LA GENERALITAT staff if you see bad practice (disposal of hazardous products) by other users or people so that we can take action.

1.6 Air and noise pollution

Discomfort caused by noise can majorly affect workers' performance, as well as the quality of people's time spent at the port.

- ☺ Please respect timetables in order not to cause noise pollution.
- ☺ Please adhere to the EC Directive on noisy equipment used outdoors.
- ☺ Please adopt sufficient and appropriate measures to prevent air and noise pollution.
E.g. Valid MOT for vehicles.
E.g. Application of paint using closed systems with built-in filters.

Please inform PORTS DE LA GENERALITAT staff if you see bad practice (excessive smoke or noise, uncontrolled emissions, etc.) by other users or people so that we can take action.

1.7 Training

- ☺ Justification of **required training** to perform contracted activities.

If the activities you perform require government-regulated training, **you must provide us with a copy of professional licences or other proof** addressed to the Port Region where you are working.

- E.g. Gas fitter, plumber or electrician licence.
- E.g. Certificate for handling phytosanitary products.

1.8 Environmental emergencies

😊 In the event of an **accidental spill** of a hazardous product:

- First of all, prevent the pollutant from spreading by using items to block its flow (containing walls, absorbent material, etc.). In the event of a major spill, please inform the authorities immediately.
- Remove as much of the pollutant as possible by using appropriate absorbent material, depending on whether it is a spill at sea or on the ground. Never use water to clean up the pollutant.
- Consider the absorbent material as hazardous waste.

😊 It is advisable to have your own **absorbent material** to clean up any accidental spill during your operations (if applicable because of the type of products handled in your work at the port).

Immediately inform PORTS DE LA GENERALITAT staff of any type of emergency.

1.9 Tidiness and cleanliness

😊 Please maintain the facilities tidy and clean after your activities.

😊 If you detect any imperfection on the facilities, please let us know so we can take swift action.

1.10 Participation and communication

PORTS DE LA GENERALITAT offers you a **complaints, suggestions and request book** for you to help us improve our management. Additionally, on our website www.portsgeneralitat.org there is a mailbox for you to contact us.

😊 Please let all your employees know about these guidelines in order for them to be followed appropriately.