

**Headquarters, Copenhagen
13 March 2017**

EXECUTIVE OFFICE DIRECTIVE REF. EOD.ED.2017.03

OCCUPATIONAL HEALTH & SAFETY

AND

SOCIAL & ENVIRONMENTAL MANAGEMENT

1. Authority:

- 1.1. This Executive Office Directive (EOD) is promulgated by the Executive Director, on the basis of my authority under UNOPS Financial Regulation 3.01.

2. Purpose:

- 2.1. The purpose of this EOD is to affirm my commitment as UNOPS Executive Director to occupational health & safety (H&S) and social & environment (S&E, and together with H&S, HSSE) management, and to set out the principles UNOPS shall follow in this regard.

3. Effective Date:

- 3.1. This EOD shall become effective **immediately**.

4. Consequential changes:

- 4.1. The following documents shall be abolished as of the Effective Date of this EOD:
- OD 40 – Sustainable Infrastructure Practice Group: Environmental Management Policy of 10 January 2013; and,
 - OD 42 – Sustainable Infrastructure Practice Group: Health and Safety Policy of 28 May 2014.

Grete Faremo
Executive Director, UNOPS

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Table of Contents

1. Introduction:	3
2. Objectives and Requirements:	3
3. Responsibilities:.....	5

1. Introduction:

1.1 The Executive Director hereby establishes UNOPS policy on HSSE Management.

1.2 This policy shall apply to all UNOPS activities and facilities.

2. Objectives and Requirements:

2.1 UNOPS shall guarantee the occupational health, safety and welfare of all individuals involved in its activities and facilities. This shall include UNOPS personnel, partners, service providers, contractors and any other parties participating in UNOPS activities or visiting a UNOPS facility.

2.2 In managing our activities and facilities, UNOPS shall give consideration to the society and the environment.

2.3 To this end, UNOPS shall:

- Create and maintain a safe and healthy working environment in all work areas by taking reasonable measures to prevent or address personal injuries, ill health and damage to property;
- Monitor and continuously improve HSSE management and performance;
- Operate in a way that will meet or go beyond the organisation's compliance requirements;
- Promote excellence in HSSE, by aligning with the UN Common System Frameworks, international standards and best practices as appropriate;
- Manage its activities and facilities in a manner that respects the principles of social and environmental responsibility, with the primary purpose of protecting people and the environment, and mitigating the negative impacts of its activities and facilities.
- Determine the social and environmental impacts of its activities, using a life cycle approach where applicable and where UNOPS has control or influence;
- Minimize negative social and environmental impacts of its activities and identify opportunities to strengthen positive impacts in all its operations, projects and functions;
- Identify measures to improve resource efficiency, reduce energy and water use, and where feasible adopt sustainable, low-impact technologies and renewable resources;
- Prevent pollution to air, water and land by adopting sound environmental practices;

- Encourage reuse and recycling of materials and products to reduce material intensity and generation of waste;
- Reduce greenhouse gas emissions in all operations and projects, in support of international and national mitigation strategies;
- Identify impacts on biodiversity; prevent, minimize and remedy adverse impacts, while recognizing opportunities for the protection, promotion and recovery of biodiversity;
- Incorporate principles of green design, sustainable infrastructure, sustainable consumption and production, sustainable procurement and resilience thinking into the solutions developed for partners;
- Prevent the infringement of human rights in all UNOPS activities and facilities;
- Uphold good labour practices that include freedom of association; the elimination of all forms of discrimination at work; and not using or benefiting from forced labour and child labour;
- Anticipate, avoid or minimize adverse impacts on the rights of minority groups. Prevent all forms of discrimination, such as those based on race, colour, sex, language, religion or political opinion; in particular, promote gender equality and advance equal opportunities between men and women in all projects and operations;
- Avoid, minimize or mitigate adverse impacts of land acquisition and involuntary resettlement;
- Encourage the protection of cultural heritage for current and future generations;
- Encourage UNOPS stakeholders and partners to protect the environment and foster positive social development.

2.4 In meeting these objectives, UNOPS shall:

- Identify the major hazards and risks associated with its facilities as well as risks to the environment and society arising from its activities and take the necessary steps to eliminate or manage these risks;
- Engage with UNOPS personnel, partners, contractors and suppliers on HSSE issues to ensure that everyone understands the requirements and obligations within their context;
- Encourage partners and ensure contractors, service providers and entities which UNOPS directly supervises adopt good health and safety practices and aim to raise their working standards;
- Operate an HSSE management system that meets the requirements of OHSAS 18001 and ISO14001, including appropriate procedures, guidelines

and tools that are regularly reviewed to ensure compliance with the aims of this policy;

- Promote a safe working culture and ensure that practitioners are aware of the environmental and social impacts of their activities and know how to operate in a socially and environmentally responsible manner through training and awareness;
- Screen projects with respect to their environmental and social risks and opportunities taking into consideration the organizational context and the needs and expectations of interested parties;
- Ensure that contractors and suppliers are fully aware of this Policy and of any obligations it places upon them.

2.5 The above shall be implemented progressively, in accordance with the Executive Office Instruction(s) (EOI(s)) to be promulgated under this EOD.

3. Responsibilities:

3.1 The overall responsibility and accountability for HSSE management in UNOPS shall be with the Executive Director. The Executive Director may delegate roles and responsibilities across all levels of the organization from senior management to all personnel.

3.2 In this regard, the Director, Corporate Support Group shall be responsible and accountable for:

- Establishing and facilitating effective arrangements across UNOPS to ensure the requirements of this Policy are met;
- Establishing and providing the technical support and oversight needed for operational units to comply with this EOD;
- Issuing instructions, guidance, training and tools that may be necessary to effect the implementation of this EOD.

3.3 For each country where UNOPS has activities and facilities, the Director of the Region overseeing the country in question, or the UNOPS personnel to whom the Regional Director has delegated authority to do it, shall be responsible and accountable for:

- Ensuring that the requirements of this EOD are operationalized in UNOPS activities and facilities under their responsibility in accordance with the EOI(s) to be promulgated under this EOD;
- Reporting on HSSE performance including significant incidents occurring in their units in accordance with the EOI(s) to be promulgated under this EOD, so that corporate performance may be collated.

- 3.4 For Denmark, the above shall be the responsibility and accountability of the Director, Corporate Support Group. For the United States, it shall be the responsibility and accountability of the Director, New York Office.
- 3.5 All UNOPS personnel shall be responsible and accountable, within the scope of their delegations of authority and terms of reference, to ensure compliance with this EOD, including by:
- Complying with all HSSE requirements set out in the EOI(s) to be promulgated under this EOD;
 - Taking all reasonable actions to prevent and address incidents – even if that means temporarily stopping work when significant hazards or issues are identified;
 - Reporting of HSSE incidents and assisting in the review of the incidents in accordance with the EOI(s) to be promulgated under this EOD;
 - Contributing to positive HSSE planning, implementation and performance in operations and projects; and
 - Identifying opportunities for positive impacts.