



Kilda Group LLC

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# *Integrated Environmental Management System (IEMS) Manual*

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**Version 0.1**

November 16, 2011

**Implemented By:**

Kilda Group LLC, A Service-Disabled, Veteran-Owned Small Business

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The manual documents Kilda Group's Integrated Environmental Management System (IEMS) framework to include implementing and maintaining our IEMS. Our IEMS framework follows the guidelines of ISO 14001, the official international standard for EMS, and is adapted from the U.S. Environmental Protection Agency's (EPA) IEMS Implementation Guide.

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## 1.0 CHANGE HISTORY

Version	Version Date	Summary of Changes
V0.1	11/16/2011	Version 0.1; Approved by Kilda Group President: /GLM/ 16NOV2011

## **2.0 INTRODUCTION**

Kilda Group’s Integrated Environmental Management System (IEMS) provides a systematic way to implement, monitor, and control our business operations for better environmental performance, improved profitability, and compliance with applicable laws, regulations and customer requirements related to our operations and services. Our framework integrates environmental awareness and concerns into our daily business practices and achieves performance improvement by reducing risk to the environment through pollution prevention and proactive resource management.

Our goal is simple: Create healthier environments for our people, partners, and planet.

The purpose of this manual is to document Kilda Group’s IEMS framework to include implementing and maintaining our IEMS. Our IEMS framework and this manual follow the guidelines of ISO 14001, the official international standard for EMS, and is adapted from the U.S. Environmental Protection Agency’s (EPA) IEMS Implementation Guide and corresponding “A Company Manual Template for Small Business.”

## **3.0 COMPANY OVERVIEW**

Kilda Group is an IT management consultancy headquartered in Annapolis, Maryland. Our services help clients plan, implement, and manage large scale, enterprise-wide modernization efforts in the federal government. Kilda Group is a U.S. Department of Veterans Affairs (VA) Center for Veterans Enterprise (CVE) verified Service-Disabled, Veteran-Owned Small Business (SDVOSB) and was founded in 2001.

### **3.1 Our Core**

Integrity, Balance and Value for Client, Company and Self

### **3.2 Our Mission**

Help organizations achieve positive and lasting results.

### **3.3 Our Expertise**

Kilda Group’s services are focused on the people and process domains of federal sector modernization efforts. Our services include:

- Program and Project Management
- Transformation and Transition Management, and
- Facilitation and Training.

## **4.0 IEMS SCOPE**

Kilda Group has developed and is maintaining an IEMS in order to ensure that we continue to deliver value to our clients, company, and people while creating healthier environments for our people, partners, and planet. Our IEMS is designed to help us understand our environmental impacts and, through proactive management, reduce the risks that our business operations pose to the environment.

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Kilda Group's IEMS covers business operations at Headquarters in Annapolis, Maryland and, when applicable, extends to our resources deployed to client work locations. Our IEMS excludes the environmental aspects of products and services to the extent that Kilda Group does not have control over their design or disposition (e.g., client-side operations).

## **5.0 COMPANY COMMITMENT**

Kilda Group and its suppliers will operate in a manner that is protective of the environment. We will comply with all applicable environmental laws and regulations, and all of our operations must strive to safeguard health, protect our environment, and conserve our planet's valuable resources. Each day we must do better than the last.

## **6.0 IEMS COMPONENTS**

Kilda Group's IEMS provides a systematic way to implement, monitor, and control our business operations for better environmental performance, improved profitability, and compliance with applicable laws, regulations and customer requirements related to our operations and services. Our framework integrates environmental awareness and concerns into our daily business practices and achieves performance improvement by reducing risk to the environment through pollution prevention and proactive resource management. Our goal is to create healthier environments for our people, partners, and planet. To achieve our goal and objectives, Kilda Group's IEMS is comprised of the following components.

### **6.1 Management Accountability and Responsibility**

Kilda Group recognizes and supports that proactive environmental stewardship as a business must be championed from the top while being guided by voices at all levels. Kilda Group has established the following IEMS roles and responsibilities:

- **IEMS Champion.** A position held by an officer of the company who is responsible for programmatic oversight and corporate support.
- **IEMS Coordinator.** A position held by any Kilda Group employee. The IEMS Coordinator is responsible for the identification, scheduling, and completion of all tasks relating to the IEMS. The IEMS Coordinator works closely with the IEMS Champion and Committee. The IEMS Coordinator is also responsible for maintaining this manual under the leadership of the IEMS Champion. All IEMS records and meeting minutes are the responsibility of the IEMS Coordinator.
- **IEMS Committee.** Due to the constraints of Kilda Group's size, the IEMS Committee is an ad hoc committee called to order by the IEMS Champion. The committee is responsible for ensuring that IEMS activities are carried out and the results of which are made available to Kilda Group employees. IEMS Committee members also serve as IEMS auditors for tasks with which they were not involved.

Reference Appendix A-1 for Kilda Group IEMS assignments.

## 6.2 Legal and Customer Requirements

Kilda Group strives to achieve and maintain the highest standards for how business operations are conducted. In doing so, we have adapted the Electronic Industry Citizenship Coalition's (EICC) Electronic Industry Code of Conduct (Version 3.0, 2009) to serve as the basis for the Kilda Group Supplier Code of Conduct (Code). This Code is a total supply chain initiative, meaning that we require our suppliers to acknowledge and implement a code or set of principles to foster corporate and social responsibility in the domains of Labor, Health and Safety, the Environment, and Business Ethics (to include compliance with all applicable laws and regulations). As an IT and Management Consulting services small business, Kilda Group understands that not all aspects of the EICC's Electronic Industry Code of Conduct are applicable to all businesses, but with that being said, many aspects of this code should be common to all companies. Kilda Group's Code addresses the commitments we have made, and continue to strengthen, to our planet, our society, clients, our company, our people, and ourselves.

Our goal is to work with our suppliers to ensure implementation of a code or set of principles to strengthen corporate and social responsibility based on the EICC's Electronic Industry Code of Conduct.

## 6.3 Issue and Risk Management

IEMS Issue and Risk Management follow the associated ProjectView 360® processes. The ProjectView 360® approach to Risk Management provides an effective and efficient risk management framework that supports the Project Management Institute's (PMI) Body of Knowledge (PMBOK®) process for risk management while applying the best practices and principles of the Office of Government Commerce's Management of Risk (M\_o\_R®) and AS/NZS ISO 31000:2009. This repeatable, systematic approach will enable Kilda Group to make proactive, timely, and informed decisions with regards to issues and risk.

## 6.4 Improvement Objectives

Kilda Group will write annual performance objectives, targets, and implementation plans to improve social and environmental performance, including a periodic assessment of our performance in achieving those objectives. These objectives will be drafted by the IEMS Coordinator, reviewed by the IEMS Committee, and approved by the IEMS Champion by March 31 of each year. Objectives will target the following areas:

- Energy Consumption: Electric, Gas, and Water;
- Greenhouse Gas Emissions: Calculations based on Energy Consumption (Scope 1 and 2);
- Waste and Recycling: Measured by volumes of trash and recycling; and
- Leasing: Reduction of facilities, equipment, and other business resources (e.g., licenses, bandwidth).

## 6.5 Awareness and Understanding

Kilda Group communicates and educates its employees on green-business operations through its corporate training portal, IEMS Coordinator communications, IEMS Manual, Kilda Group Supplier Code of Conduct, policies, procedures, improvement objectives, and applicable legal and regulatory requirements.

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## **6.6 Worker Feedback and Participation**

Kilda Group engages its workforce through corporate training, awareness programs (e.g., KG Newsletter), and participation in the IEMS Committee. This participation is paramount to compliance, improvement, and extending the depth and breadth of our efforts to create healthier environments for our people, partners, and planet.

## **6.7 Audits and Assessments**

Kilda Group will perform periodic self-evaluations to ensure conformity to legal and regulatory requirements, the IEMS, and customer contractual requirements related to social and environmental responsibility. Self-evaluations will be conducted by the IEMS Coordinator and IEMS Committee with oversight by the IEMS Champion. Self-evaluations will be conducted during the months of January and July of each year. Assessment results will be posted to the KG Newsletter and other communication channels.

## **6.8 Corrective Action Process**

The IEMS Coordinator is responsible for establishing and maintaining an IEMS Action Log (see Appendix A-2) to track issues and risks. This log will assign ownership for each issue and risk, and will include a completion date and action plan to correct deficiencies identified by internal or external assessments, inspections, investigations, and reviews. The IEMS Action Log will be reviewed monthly by the IEMS Coordinator and during each semi-annual self-assessment.

## **6.9 Documentation and Records**

The IEMS Coordinator is responsible for the creation and maintenance of IEMS documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy. Documents under the change control process will require the approval of the IEMS Champion.

**APPENDIX A-1 (KG IEMS ASSIGNMENTS)**

<b>Role</b>	<b>Personnel Assigned</b>	<b>Date Assigned</b>
IEMS Champion	Greg McConnell	11/16/2011
IEMS Coordinator	Violette Wright	11/16/2011
IEMS Committee	Drew Bishop	11/16/2011
IEMS Committee	Sheryl Weimann	11/16/2011



**APPENDIX A-2 (SAMPLE KG IEMS ACTION LOG)**

Item	Issue or Risk	Description	Owner	Action Plan	Finish Date	Notes