



Guideline

Environmental management

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Process Owner

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1. Objective, Purpose

1.1 Objective

This guideline (RL) ensures that both legal and normative (in particular ISO 14001) as well as internal requirements for environmental protection and waste management are complied with in order to keep negative impacts on the environment as low as possible.

1.2 Purpose

Adherence to the specifications is intended to minimize the negative effects on the environment (protected goods: humans, air, water, soil and nature (flora and fauna)) in the course of our activities, taking into account the legal framework, the state of the art and economic efficiency, and to avoid environmental incidents.

2. Scope of Validity, Organisational Units Involved

This guideline is valid for the entire PORR Group incl. subsidiaries and affiliated companies with majority ownership.

2.1 Integrated functions/management levels

Responsibly involved in the implementation of the directive are:

- Management levels (E1, E2, E3, E4), setting targets and ensuring measures to achieve targets in environmental management.
- Construction and project management, plant management - Determination of relevant measures per construction project or per plant site
- Group Environmental Officer - Supports and advises the regional environmental and waste coordinators, construction and project management, and plant management in their responsibility for environmentally sound construction/operations and continuously develops environmental management
- Local environmental and waste coordinators - support and advise construction and project management on environmental management.
- Waste Officer (only in Austria) - key player in the company's environmental management and acts as an interface between the company and the waste authorities.
- IMS & Process Management - controls the systematic planning of environmental management and organizes internal as well as external audits for obtaining the ISO 14001 certificate

3. Procedure, Description of the Process, Definition

The environmental guideline as part of the corporate guideline for the entire PORR is defined by the Executive Board and its implementation and effectiveness is reviewed annually as part of the management review. The Group Executive Board (E1) and management level E2 ensure that environmental protection is taken into account in all tasks and that all laws, ordinances and regulations on environmental protection and waste management are complied with.

3.1 Planning and implementation

A product, service or process must be developed or handled in such a way, taking into account the legal framework, the state of the art and economic efficiency, quality and occupational health and safety, that it is possible to

- to act in an environmentally compatible manner,
- reduce the negative environmental impact as far as possible,
- and to ensure the demands of stakeholders for sustainable action.

For this purpose, it is necessary to identify and evaluate the entire process or that part of the activity or work in the development, planning, execution or operation of the project/product of any size, which has an impact on the environment and to improve it continuously.

3.1.1 In the acquisition phase

As part of the technical, commercial and legal review of the tender, an assessment is also made with regard to environmental protection and waste management aspects. Specific measures to reduce environmental impacts are to be taken into account as early as the bidding phase, taking into account the legal and economic framework conditions.

3.1.2 In the construction, project or operation phase:

The identification and assessment of relevant environmental aspects for construction projects, operations and facilities is carried out prior to the start of work using the Environmental Aspects Checklist. The local environmental and waste coordinators support the operational units in identifying the environmental aspects and in determining the necessary measures. Based on the activities to be carried out, the impacts on the following protected assets are determined and evaluated:

- Air and climate
- Soil
- Water
- Resources
- Recyclable materials (natural raw materials as well as recycled materials)
- Nature (flora, fauna and biodiversity)
- Residents, environment

The evaluation is carried out by means of A, B, C - method:

Evaluation	Meaning
A	Major environmental impact with urgent need for action
B	Medium environmental impact with monitoring or need for action
C	Low environmental impact

A **significant environmental impact** can be considered to be any impact that has received at least an A or B rating, at least in normal operation or in the event of an incident. The measures are determined on the basis of the evaluations, whereby a distinction is made between two types of measures:

Preventive measures: These measures serve to prevent negative impacts on the environment or reduce them before they occur.

Reactive measures: These measures reduce negative environmental impacts after an event has occurred.

Planned measures to reduce environmental impacts often also lead to economic benefits due to associated resource savings.

For the project size categories small and nano, processing at the level of the building area/building division (collective cost center) or for several similar projects is usually sufficient. The topicality of the environmental aspects is to be checked at least once a year and adjusted if necessary.

Prior to the start of a construction site/project, specific environmental aspects are to be defined in the protocol during the construction initiation meeting and reviewed during implementation for effectiveness of the measures.

3.1.3 Country and establishment target, operating sites

At the beginning of the year, each country has to define annual environmental targets in line with the PORR environmental guideline (part of the corporate guideline) as part of the annual operational planning for the organization. These aim to achieve an improvement on the previous year's status. Division-specific metrics (KPIs) are developed to evaluate the achievement of the targets of the respective measures (PLAN). The defined targets are to be passed on within the organization for implementation (DO). Target achievement and effectiveness are assessed at least during the semi-annual review (CHECK) of the annual operational plan. In case of deviation from the target achievement level, concrete measures (ACT) are to be defined on how the target can still be achieved. A justification for changing the target must be documented.

Possible KPIs:

- the quota of recycled building materials used
- specific water consumption in l/EUR production output,
- Specific waste volume in t/EUR production output

Active waste management (collection, separation, disposal) is to be carried out at all locations and operating sites. The legally compliant collection of hazardous and non-hazardous construction and demolition waste must be regulated on a country-specific basis.

3.2 Control and evaluation

The measures defined for the construction process or regular operation are to be checked for compliance and effectiveness by the plant management/construction and project management during the inspections and documented.

In the course of an internal audit, it is checked whether the measures of the environmental aspects checklist have been implemented.

The necessary records shall be kept for all construction sites as well as branches and operating sites in the following areas:

Water consumption, waste volumes, material flow data, assessment of impacts on biodiversity.

These records are reported in the Group report, among other things. The waste quantities are reported by the Waste Management Officer (AT).

3.3 Improvement

The quantitative and qualitative evaluation of the measures taken shows where the measures to prevent incidents, avoid emissions and save resources have led and to what extent the measures have been successful. Based on the evaluation, improvement potentials for the next period are identified and the measures are adjusted.

These results are incorporated into the annual planning for the next period and are an essential part of the management review.

3.4 Incidents, source of danger and environmental accidents

Environmental incidents must be documented and reported to the Group Environmental Officer (umwelt@porr.at) and the SSC Quality Management & IMS. Depending on the severity of the incident, the corresponding internal and external reporting obligations must be fulfilled. For assistance, these can be found in the AA Emergency Communication: [Incident Reporting Duties](#) and the AA Emergency Communication: [Immediate Emergency Communication](#).

After incidents, which can occur like this in many organizational units, the most important facts with photos and measures to prevent them are summarized by the site/project manager and sent to the Corporate Environmental Officer.

Accidents and incidents also lead to the review and, if necessary, adjustment of the environmental aspects by the construction/project manager as to whether the correct measures have already been determined in advance or whether further measures need to be determined.

3.5 IPPC and hazard-prone facilities (Seveso III)

IPPC and hazardous installations are subject to their own legal matters. For example, adaptation to the state of the art is required for these two types of installations (IPPC or Seveso III) (BAT documents).

For hazardous plants, the following documents must be prepared by the branch management and Group Environmental Officer and submitted to the responsible authority:

- Scenario analysis of industrial accidents, determination of possible emergency situations
- Safety concept
- Safety Report
- A description of the safety management system
- Internal emergency plan (takes into account all identified scenarios and goes far beyond standard emergency plans).
- Information to the public (must also be posted at the entrance to the plant and published on the company's website).

Industrial accidents under the Seveso III regime must be reported to the competent authority if the legally defined threshold is exceeded

4. Measurability, Evaluation

Depending on the specific environmental aspect, exact measurements (e.g. waste generation, use of recycled building materials, water consumption, emissions of dust, pollutants, CO₂, etc.) or qualitative surveys (e.g. biodiversity) are carried out.

In general, the following KPIs are measured annually:

- The number of reportable industrial accidents
- the number of reportable environmental incidents
- the quota of recycled building materials used
- specific water consumption in l/EUR production output,
- Specific waste volume in t/EUR Production output

5. Opportunity and Risk Assessment, Control Activity

5.1 Opportunity Assessment

Compliance with the RL may result in

1. Resource conservation

- Reduction of material costs through the use of recycled building materials
- Reduction of material costs by using materials that have been generated elsewhere as waste. (e.g. excavated soil)
- Conservation of landfill resources through reduction of waste generation

- Resource conservation through recirculation of process water
2. Customer outreach
- Extending the value chain through value engineering
 - Positive image in the external perception
 - Best place to work: attractive workplace
3. Market environment
- Opening new markets and market opportunities
 - Expanding competitiveness
 - Positive rating in rankings on the stock market
 - Advantages in public procurement and investment funds (green bonds)

with corresponding positive effects on public reporting and ratings.

5.2 Risk Assessment

Failure to comply may result in

- Environmental incidents or industrial accidents
- Environmental incidents
- Downtimes
- Administrative criminal proceedings and environmental criminal proceedings
- Loss of orders

with corresponding negative public reporting and loss of reputation or financial consequences.

5.3 Control Activity

Checks are carried out during internal audits, during which attention is paid to the regular evaluation of the environmental management on the construction site or at the operating site on the basis of the updated environmental aspects.

In addition, external audits are carried out on a random basis. Here, too, the environmental aspects list is used for verification. Selected construction sites are also visited.

6. Responsibilities

The responsibilities result from point 2.1 and 3. of this guideline, the function descriptions as well as from the superordinate, subordinate and co-applicable documents.

7. Documentation

The documentation is largely carried out via the environmental aspects. However, it can also be carried out in more detail in the individual sub-areas along the individual possibilities and requirements. In many environment-related areas (such as waste law in particular), documentation requirements arise from the legal context (EDM, consignment bills for hazardous waste).



8. Legend, Abbreviations

BAT	Best-available-technic
RL	Guideline
EMS	Environmental Management System
CL	Checklist
PB	Process description
KPI	Key Performance Indicator
IPPC	Integrated Pollution Prevention and Control

9. Attachments, other co-valid documents and aids

References to relevant IMS documents or processes, other standards, organisation manuals, organisation charts, other tools, training documents, databases, IT applications, etc. can be found in the glossary entry of the document in the Signavio Collaboration HUB, [GP00000 | Environmental management 0.0.](#)