



نيوم NEOM

Training Plan  
**ENVIRONMENTAL AND SOCIAL RISK  
MANAGEMENT TRAINING AND AWARENESS  
PROGRAM**

NEOM-NEV-TRP-801 Rev01.00, June 2021

©NEOM [2021]. All rights reserved.



## Document history

Revision code	Description of changes	Purpose of issue	Date
Rev A	First Draft	For review	11.04.2021
Rev 01.00	First Issue	Issued for Implementation	17.06.2021

## Document approval

	Prepared by	Reviewed by	Approved by
Name	Bruno Pulido	Eduardo Viso	Damien Trinder
Job Title	Environmental Scientist	Senior Manager Environmental Communications	(Acting) Chief Environmental Officer



## Contents

<b>1.</b>	<b>PURPOSE.....</b>	<b>4</b>
<b>2.</b>	<b>ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
2.1	NEOM Environment Department (NEV) is responsible for ensuring that: .....	4
2.2	NEOM Departments & Sectors are responsible for ensuring that: .....	4
2.3	Contractors are responsible for ensuring that: .....	4
<b>3.</b>	<b>PROCEDURE .....</b>	<b>5</b>
3.1	Training implementation .....	5
3.1.1	All employees & visitors .....	5
3.1.2	Project Owners, Planners & Designers.....	5
3.1.3.	Construction & Operations Managers.....	6
3.1.4	Environment & Sustainability Personnel .....	6
<b>4.</b>	<b>ENVIRONMENTAL AWARENESS .....</b>	<b>6</b>
<b>5.</b>	<b>TRAINING RECORDS.....</b>	<b>7</b>
<b>6.</b>	<b>RELATED DOCUMENTS.....</b>	<b>7</b>
<b>APPENDIX A</b>	<b>.....</b>	<b>8</b>
<b>APPENDIX B</b>	<b>.....</b>	<b>10</b>
<b>SUPPORTING DOCUMENTATION</b>	<b>.....</b>	<b>10</b>
<b>APPENDIX C - NEOM ENVIRONMENTAL &amp; SUSTAINABILITY CODE OF CONDUCT</b>	<b>.....</b>	<b>12</b>

## List of Tables

Table 1: Related documents .....	7
----------------------------------	---



## 1. Purpose

The NEOM Environmental Social Risk Management Training and Awareness Program has been developed to describe the environmental training requirements for all NEOM project personnel. Its purpose is to ensure that NEOM's Environmental vision and objectives are understood, and best environmental practices are promoted. This training program includes detailed information regarding training material, target function and schedule.

Environmental training is mandatory for all NEOM project personnel. It aims to provide knowledge and understanding of the assessment and approval process, compliance requirements and improve overall environmental awareness and competency of the workforce.

This program is not intended to provide training certification nor accreditation to any recipient for any of the training topics prepared and delivered.

## 2. Roles and Responsibilities

This training program is intended to reach a broad audience across all NEOM developments and includes people working for NEOM organization, consultancy services hired by NEOM, visitors and the workforce and personnel from contractors and subcontractors working for NEOM. Within each organization the trainings are aimed for different functions covering different job responsibilities. To inquire or schedule a training session contact the Environment Department Communications team.

### 2.1 NEOM Environment Department (NEV) is responsible for ensuring that:

- a. Environmental training is delivered across NEOM developments
- b. New training material is prepared and maintained
- c. Identification of training needs associated with NEOM environmental for specific regions
- d. Environmental inspection reports and checklist results are reviewed to determine if further training is required based on reoccurrence of non-conformances
- e. Training records are kept and maintained in a training register, including information such as date, name of trainee, role, and training material delivered.

### 2.2 NEOM Departments & Sectors are responsible for ensuring that:

- a. Relevant environmental training is completed by relevant employees, consultants and contractors
- b. Constructive positive feedback is communicated to presenter if training material is not properly communicated
- c. Commitment to NEOM's environmental goals and vision is demonstrated through their activities.

### 2.3 Contractors are responsible for ensuring that:

- a. All employees are available for environmental training within the prescribed timing as per the training matrix in this document



- b. Adequate resources and training facility areas are available for delivery of training material
- c. Records and relevant documentation of all training provided are kept. Documentation shall include date, name and role of attendees and training received. These records shall be available for audit by the NEOM Environmental Department according to assurance guidelines.

### 3. Procedure

#### 3.1 Training implementation

As applicable for specific functions. The training matrix is displayed in Table 1 and illustrates which individuals must take what training.

The following functions have been identified across the NEOM project and are defined as:

- I. Employees & visitors - all NEOM project visitors and employees
- II. Owners, Planners & Designers - NEOM entity or a developer designated by NEOM to accept custody of the planning, designing, constructing or managing and operating an asset or group of assets
- III. Construction & Operations Managers - NEOM directors, project managers, construction managers, construction contractors and suppliers responsible for mobilization, construction, commissioning and post-construction rectification works
- IV. Environmental, Sustainability Managers & Specialists - environmental professionals responsible for developing and implementing environmental plans and ensuring environmental controls are in place.

As NEOM's programs and procedures are developed and approved, training material will be prepared, reviewed, and approved before implementation and delivery. All training material will be delivered in English and translated to the language of the workforce when required.

The environmental training sessions shall be conducted in appropriate air-conditioned facilities with availability of equipment (TV screens, laptop connections) and sufficient area to fit up to 30 attendees.

##### 3.1.1 All employees & visitors

Environmental training required during the mobilisation phase (described as "Mob" in the training matrix, Table 1) will be delivered to all NEOM project employees and visitors upon mobilisation and shall be completed prior of commencement of work.

Content of the Environmental training will include NEOM environmental values and expected behaviour of all NEOM employees and visitors during and, outside working hours. These include:

- NEOM Environmental Code of Conduct
- NEOM Environmental Induction

##### 3.1.2 Project Owners, Planners & Designers

In addition to the training packages listed in 3.1.1, environmental training is required for project owners, planners and designers in relation to sustainability requirements, approvals and compliance process as these packages are tailored for the planning and design stages of any project, including special projects such as sports and tourism events. These include:



- Sustainability requirements for planning and design
- Assessment and Approval process refers to the necessary steps needed to obtain the Environmental Accord that is required to start any construction activity
- Assurance and Compliance describes the process implemented to determine environmental performance of contractors

These training packages are required to be delivered within the first month (described as “Mob” in the training matrix, Table 1) from mobilisation.

### 3.1.3. Construction & Operations Managers

The construction phase (including early works) comprises the bulk of training material required and it is to be delivered within the first month of works (described as “1-M” in the training matrix).

These additional environmental training packages are relevant to construction and operations managers as described in the Training matrix (Appendix 6.1) as they are related to the NEOM environmental assurance and compliance requirements. These environmental training topics include:

- Compliance Guidelines refers to mandatory environmental controls that shall be incorporated into project procurement, planning and execution strategies across all phases of the development cycle
- Inspection Program created to ensure that standards of environmental control, as specified in the NEOM Environmental Code of Practice are implemented across all NEOM projects
- Environmental Hazard Identification explains process to identify environmental hazards and minimise environmental impact.

### 3.1.4 Environment & Sustainability Personnel

In addition to the training listed in 3.1.3, Environmental and sustainability managers and specialists shall receive additional training of the following topics:

- Hazardous Materials Spill Response prepared to create awareness, minimize hazards presented by spills, report and safe means to clean up spills
  - Environmental & Sustainability reporting will assist contractor in understanding how to gather and populate all relevant data required in the Environmental reporting procedure
  - Incident and Investigation Reporting details how Contractors categorize environmental incidents and informs their response and reporting obligations
- Environmental Management Systems (EMS) audit is carried out on a variety of management activities to check on existing practices to evaluate the company's environmental performance.

The Environmental Incident Root Cause Analysis Tool (EIRCAT) training will be provided as part of the investigation tools for environmental incidents to selected individuals from each contractor performing construction activities in NEOM.

## 4. Environmental Awareness

As part of the NEOM Environmental Training and Awareness Program, additional educational actions are taken to increase visibility and environmental education among workers and employees.

Environmental posters and signage will be prepared and placed across the NEOM project where environmental risk or impact may occur, including areas of sensitive vegetation, nesting areas and sites of heritage value.

Toolbox talks will also be prepared by contractor and delivered at a minimum on a weekly basis to the workforce, covering a diverse range of topics on nature conservation, hazard identification and



environmental impact mitigation. Attendance to all toolboxes shall be recorded, documented and retained for auditing purposes.

## 5. Training Records

A training matrix (Appendix 6.1) has been developed that includes material title, function and timing of delivery.

As part of the training records, the NEOM Environment department shall keep the following:

- Copy of the training material
- Attendance list, which includes date, name of attendee, job title, topic of presentation and signature.

If environmental training is conducted by subcontractor representative, copies of each record shall be submitted to the NEOM Environment department as they are delivered and keep the original records for audit purposes.

The NEOM Environment department shall also create and maintain a training register to track the following:

- All personnel that have completed the required training
- Results of any training assessment

Subcontractors are to develop and maintain a similar register for the training delivered to their personnel. This training register is to be issued to NEOM Environment for planning and scheduling refresher training.

Data from the training register shall be used in the monthly environmental report dashboard prepared for NEOM Senior Management.

## 6. Related Documents

Table 1 refers to all NEOM Environmental documents used as reference in the preparation of environmental training material, posters and presentations.

A supporting documentation table (Appendix 6.2) provides a reference between each environmental training presentation and the specific document used to prepared it.

Table 1: Table of related documents

Document Code	Document Name
NEOM-NEV-PRC-016	Procedure for Regenerative Developments
NEOM-NEV-EMR-401	Employer Requirements for Regenerative Development
NEOM-NEV-PRC-501	Sustainability Procedure for the Built Environment
NEOM-NEV-PRC-601	Environmental and Social Assessment and Approvals Procedures
NEOM-NEV-PRC-711	Environmental and Social Compliance Assurance Procedures
NEOM-NEV-PRC-712	Environmental and Social Protection Procedures (for construction)
NEOM-NEV-PRC-801	Environmental & Social Reporting Procedure



## Appendix A

### NEOM Training matrix





	<b>Training Audience</b>	<b>Employees , Visitors</b>	<b>Project owners, planner, designers</b>	<b>Construction and Operations managers</b>	<b>Environment &amp; Sustainability Managers, specialists</b>
<b>1</b>	NEOM Project Induction	Mob	Mob	Mob	Mob
<b>2</b>	Sustainability planning and design		1-M	1-M	1-M
<b>3</b>	Assessment & Approval Process		1-M	1-M	1-M
<b>4</b>	Compliance & Assurance Process		1-M	1-M	1-M
<b>5</b>	Compliance Guidelines - Construction			1-M	1-M
<b>6</b>	Inspection Program			1-M	1-M
<b>7</b>	Environmental Risk Management			1-M	1-M
<b>8</b>	Hazardous Materials Spill Response				1-M
<b>9</b>	Environmental & Social Reporting				1-M
<b>10</b>	Incident Management, Reporting and Investigation Procedure				As needed
<b>11</b>	Environmental Incident Root Cause Analysis Tool				As needed
<b>12</b>	Environmental Management Systems (EMS) Audit				As needed

<b>Timing delivery</b>	
At mobilisation	Mob
Within first month	1-M
As needed	As needed



## Appendix B

### Supporting documentation



	Training Content	Training material	Supporting Document
1	NEOM Induction	NEOM Induction	NEOM Environmental Code of Conduct
2	Sustainability Planning and Design	Sustainability Planning & Design presentation	Technical Guideline on Regenerative Development - Strategic Objectives & Standards and Third-party Sustainability Certification
3	Assessment & Approval Process	Assessment & Approval Process presentation	Accord Guidelines
4	Compliance & Assurance Process	Compliance & Assurance Process presentation	Accord Guidelines
5	Compliance Guidelines - Construction	Compliance & Assurance presentation	NEOM Code of Practice - Construction
6	Inspection Program	Inspection Program presentation	NEOM Construction Environmental Inspection Procedure
7	Environmental Hazard Identification	Environmental Hazard Identification presentation	NA
8	Hazardous Materials Spill Response	Spill response presentation	Incident Management, Reporting and Investigation Procedure
9	Environmental & Social Reporting	Environmental & Social Reporting Procedure	Environmental Monitoring & Measuring log
10	Incident Management, Reporting and Investigation Procedure	Inspection Program presentation	Incident Management, Reporting and Investigation Procedure
11	Environmental Incident Root Cause Analysis Tool (EIRCAT)	EIRCAT presentation	NEOM Environmental Incident Root Cause Analysis Tool (EIRCAT)
12	Environmental Management Systems (EMS) Audit	EMS presentation	Environmental Management System Audit Procedure



## Appendix C - NEOM Environmental & Sustainability Code of Conduct (NEOM-NEV-GGD-801)