



# **AMBASSADOR**

## **Education Group**

# ***“AEG” EHS Committee Charter***

## ***2023-2024***

AMBASSADOR EDUCATION GROUP

Chiang Mai – Thailand

*September 2022*

EHS Department



## ENVIRONMENTAL, HEALTH and SAFETY COMMITTEE CHARTER

### 1. Introduction

The **AMBASSADOR Education Group of schools (AEG)** is committed to protecting the environment, providing a safe place to work to ensure the health and well-being of our students, employees, visitors, contractors and any other stakeholders. To that effect, **AEG** has established an **EHS Committee** to provide a consultative forum that can effectively address EHS matters as well as to oversee implementation of *Environment and Social Management System (ESMS)*.

### 2. Role

**AEG's** EHS Committee will assist the *Executive Committee (Exco)* by:

- overseeing implementation of ESMS;
- monitoring key risks to the group in the areas of EHS and how they are managed;
- ensuring **AEG's** compliance with relevant laws and regulations, and **AEG's** policies, procedures and practices
- monitoring the culture that is being promoted within the group to promote compliance with, responsibility and leadership for EHS;
- establishing and tracking measurable EHS objectives and targets, including recognising and celebrating their achievement;
- monitoring the impact of changes in EHS legislation and stakeholder expectations; and
- undertaking activities to promote EHS and well-being practices amongst our employees, and others that may be affected by our activities.

### 3. Functions and Activities

The functions of the Committee are:

- To oversee implementation of ESMS;
- To provide advice and make recommendations to the Exco on matters relating to EHS and well-being, and to monitor **AEG's** performance and compliance in this area;
- To provide a forum for reviewing strategies and agreeing priorities designed to ensure the health, safety and well-being of students, employees, visitors, contractors and any other relevant stakeholders.

EHS COMMITTEE CHARTER	<b>Document Number:</b>	EHS-01
	<b>Revision Number:</b>	002
	<b>Effective Date:</b>	November 4th, 2022
	<b>Page Number:</b>	Page 2 of 6



- To ensure an effective and appropriate consultation process is in place within **AEG** to discuss EHS and well-being matters.
- To ensure effective and appropriate communication channels are in place within **AEG** for the dissemination of EHS and well-being information.
- To instigate, monitor and review EHS and well-being programs within **AEG** (but not limited to) the following:
  - Compliance with relevant EHS legislation;
  - Workplace audits and inspections;
  - Hazard identification, assessment and control (i.e., Risk Assessments);
  - Emergency preparedness;
  - Accident/incident reporting and investigation; and
  - Employee, and other relevant stakeholder training

#### 4. Membership

The Committee, by resolution at a meeting, decides whether it wishes to invite a person or persons as Observers to a meeting of the Committee.

Committee members will cease to be a member if they resign from their employment or the Committee, and if the members are not re-elected.

If a vacancy occurs in the Committee, the member will be replaced by:

- A person who volunteers from the relevant department, or by someone who is nominated by their peers, from the relevant department

<div style="border: 1px solid black; padding: 5px; display: inline-block;">EHS COMMITTEE CHARTER</div>	<b>Document Number:</b>	EHS-01
	<b>Revision Number:</b>	002
	<b>Effective Date:</b>	November 4th, 2022
	<b>Page Number:</b>	Page 3 of 6



## 5. Roles and Responsibilities

	Name	Title in AEG	Title in EHS Committee	Responsibilities
1	Tina Ellingsworth	AEG Chief of Academics & Administration	Chairperson	Ensure benefit and welfare of personnel and students. Report to School management the progress of EHS implementation Communicate the OHS regulations to the personnel and students.
2	Heather Ivey	AEG Public Relations Director	Deputy	Check the adherence of personnel and students on EHS rules and regulations
3	Paul Farran	AEG EHS Director	Deputy	Deployment of EHS activities relating to facilities and equipment
4	Kylee Agrelius	AEG HR Director	Member	Monitor the health status of personnel and students, ensure first aid kit / cabinets are ready for use at anytime
5	Kanjane Inwat (K. Nui)	AEG Finance Director	Secretary	Monitor the progress of EHS implementation in AEG
6	Richard Wills	ABS Head of Elementary	Supporting Member	Monitor the progress of EHS implementation in ABS
7	Sripae Tanakhwang	ABS Assistant General Manager	Supporting Member	Monitor the progress of EHS implementation in ABS
8	Benjawan Mitchinson (K.Ben)	EHS Deputy Director	Supporting Member	Monitor the progress of EHS implementation in UCIS
9	Pakhamon Rattanakran (Kru Fun)	UCIS Deputy Director Thai Academics	Supporting Member	Monitor the progress of EHS implementation in UCIS
10	Brittany Yandell	ACIS Principal	Supporting Member	Monitor the progress of EHS implementation in ACIS



11	Nittha Sriwai (Kru Bee)	Academic Coordinator	Supporting Member	Monitor the progress of EHS implementation in ACIS
12	Karen McIlroy	ABA General Manager	Supporting Member	Monitor the progress of EHS implementation in ABA
13	Khun Ree	ABA Finance Manager	Supporting Member	Monitor the progress of EHS implementation in ABA
14	Haupia Muru	BCIS Principal	Supporting Member	Monitor the progress of EHS implementation in BCIS
15	Jum Kantmani (Kru Jum)	BCIS School Director	Supporting Member	Monitor the progress of EHS implementation in BCIS
16	Pipattananant Prasert	CEC Coordinator	Supporting Member	Monitor the progress of EHS implementation in CEC

## 6. Meetings

- There will be a minimum of four (4) meetings per year, at intervals not exceeding three (3) months. In addition to the regular meetings, a meeting may be called at any time by the Chairperson, and/ or at the request of at least half of the Committee members.
- A quorum of members of the committee shall be four (4). Meetings can be called for all members or for a limited number of members according to the agenda.
- If a vote is necessary for matters that cannot be resolved by discussion in the Committee, each voting member may cast one vote and the matter will be resolved according to the majority vote. In the event of a tie, further discussion will be undertaken and the matter submitted to a second vote.
- Reasonable notice of meetings and the agenda shall be given to the members of the committee.
- Minutes of all meetings shall be kept.
- The agenda and minutes of all committee meetings shall be circulated to the Exco of AEG.

## 7. Ground Rules for Members and Meetings

All members of the Committee must:

- Submit meeting papers on time;
- Read materials in advance of meetings and come prepared;
- Arrive at meetings on time and stay until the meetings end;
- Declare any conflicts of interest;
- Ask for more information, if required;
- Give each other the opportunity to speak and listen to their views; and
- Engage in relevant and respectful debate.

EHS COMMITTEE CHARTER	<b>Document Number:</b>	EHS-01
	<b>Revision Number:</b>	002
	<b>Effective Date:</b>	November 4th, 2022
	<b>Page Number:</b>	Page 5 of 6



## 8. Review

The Committee shall review annually its terms of reference, recommending any changes to the Exco.



<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">EHS COMMITTEE CHARTER</div>	<b>Document Number:</b>	EHS-01
	<b>Revision Number:</b>	002
	<b>Effective Date:</b>	November 4th, 2022
	<b>Page Number:</b>	Page 6 of 6