



Tutorial Letter 101/3/2018

Environmental Management MNO3704

Semesters 1 and 2

Department of Operations Management

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student

1 INTRODUCTION

Greetings and welcome to **Environmental Management**. This exciting field of study will be useful both in your personal life and in the workplace. I trust that you will enjoy your studies and make the most of this opportunity.

As an adult student in distance education, you have to take full responsibility for your studies. Whether you succeed or fail is up to you – it depends on the work you put in. We suggest that you keep to the study programme in this tutorial letter diligently. In the study programme you will notice that the study material must be covered in sequence and by certain target dates. The programme includes two compulsory assignments and one self-assessment assignment. The answers to all these three assignments will be sent to you in Tutorial Letter 201.

Because this is a fully online module, you need to use myUnisa to study and complete the learning activities for this course. You should therefore visit the websites on myUnisa for MNO3704 frequently.

As already mentioned, this is a fully online module. You need to go online to see your learning material and read what to do for the module. Go to the website, <https://my.unisa.ac.za> and login with your student number and password. You will see MNO3704 in the row of modules in the orange blocks across the top of the webpage. Remember to also check in the **More** option if you cannot find it in the orange blocks. Click on the module you want to open.

In addition, you will receive this tutorial letter and a printed copy of the online study material of your module. While this printed material may appear to be different from the online study material, it is exactly the same and has been copied from the online myUnisa website.

We wish you success on your journey!

2 PURPOSE AND OUTCOMES

2.1 Purpose

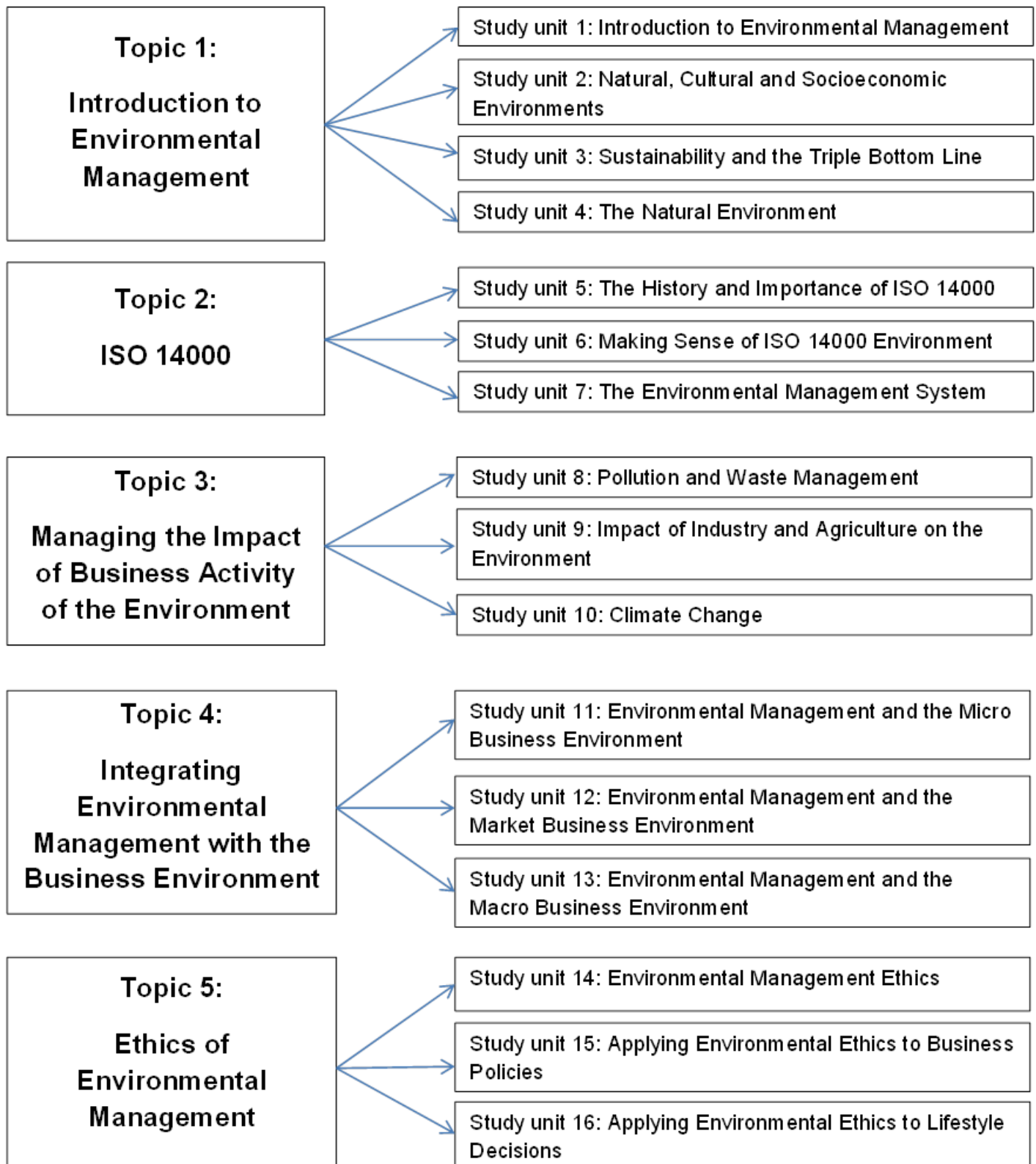
Students who successfully complete this module will be able to understand the management of human and business endeavours within the complex reality of environmental, economic and social imperatives. This includes applying environmental management principles and sustainability principles within the applicable governance requirements. It also includes applying business management principles in order to manage the impact of environmental factors on business organisations.

The module is delivered by means of myUnisa, the internet and peer group interaction, as well as community engagement in some of the activities. Your lecturers will interact with you on myUnisa and via e-mail.

The diagram below outlines the topics and learning units of MNO3704:

MNO3704

MODULE OUTLINE



2.2 Outcomes

For this module, you should achieve the following outcomes by the end of the course:

- **Specific outcome 1:** Demonstrate an understanding of the foundations of environmental management and appreciate the importance of environmental management in the sustainable management of an organisation's individual projects. Students should be able to apply these in a business environment.
- **Specific outcome 2:** Demonstrate an understanding of the importance of ISO 14000, how its components work together to form a whole, and students should also understand the importance of environmental management systems.
- **Specific outcome 3:** Demonstrate an understanding of the various impacts that business activity can have on the natural environment.
- **Specific outcome 4:** Demonstrate an understanding of the impact of environmental factors on the business environment.
- **Specific outcome 5:** Demonstrate an understanding of the ethics of environmental management and the impact of business and lifestyle decisions on sustainability.

The outcomes for each of the learning units that you have to study are given below. The outcomes are broad-based knowledge that you should have acquired by the end of the module.

Learning unit 1: Introduction to environmental management

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- explain what the field of environmental management entails
- describe how environmental management fits in with business management
- list the roles of cross-functional teams
- explain the emergence of environmental management
- outline the role of corporate social responsibility

Learning unit 2: Natural, cultural and socioeconomic environments

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- illustrate the components of the environment and describe each of them in detail
- explain why an organisational policy is needed
- explain the contents of an organisational policy that relate to safety
- explain safety management's accountability for ensuring safety in an organisation
- explain the implementation of an organisational policy regarding safety

Learning unit 3: Sustainability and the triple bottom line

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- discuss the importance of the King Reports and the differences between the King II and King III Reports
- explain the difference between triple bottom line and triple context
- explain the principles for sustainability
- discuss ethics and companies in South Africa

Learning unit 4: The natural environment

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- explain the nature of the general and natural environment
- discuss the characteristics of safety hazard
- discuss the appearance of the natural environment
- explain the origin of safety risk and environmental risk
- explain the impact of human activity on the natural environment
- discuss the natural driving forces that influence change in corporate behaviour
- explain business endeavours to protect the environment

Learning unit 5: The history and importance of ISO 14000

After working through this learning unit and the relevant parts of the prescribed book, you will be able to:

- position the International Organisation for Standardisation (ISO) within the international context
- explain the objectives and scope of ISO 14000
- extract and define the appropriate terms relevant to ISO 14000
- discuss the rationale behind ISO 14000 registration
- state the applicability of ISO 14000

Learning unit 6: Making sense of ISO 14000

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- discuss the structure of ISO 14000
- explain the relationship of ISO 14000 and regulatory requirements

Learning unit 7: The environmental management system

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- briefly describe the structure and functioning of an environmental management system (EMS)
- depict the elements of an EMS
- explain and illustrate the Deming Wheel
- discuss the scope and requirements of an EMS
- explain the characteristics of an environmental policy
- describe the important issues of the planning function
- describe the most important aspects of the implementation and operations function
- describe the most important aspects of the checking function
- discuss the considerations of management review

Learning unit 8: Pollution and waste management

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- provide an overview of pollution and waste management

- define pollution
- identify the types of pollution
- identify the important aspects of the National Environmental Management: Air Quality Act 39 of 2004
- identify the important aspects of the National Water Act 36 of 1998 and the Water Services Act 108 of 1997
- identify the important aspects of the National Environmental Management: Biodiversity Act 10 of 2004
- identify the important aspects of the Environment Conservation Act 73 of 1989
- define waste
- identify the important aspects of the National Environmental Management: Waste Act 59 of 2008
- explain the concepts of sustainable development
- discuss business strategies to manage pollution and waste
- describe the consequences of polluting practices
- explain the “cradle to grave” principle
- explain the “polluter pays” principle

Learning unit 9: Impact of industry and agriculture on the environment

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- define environment, industry, ecosystem, agroecosystem and biodiversity
- give an overview of the impact of industry on the environment
- explain the impact of fisheries and forestry
- describe the impact of mining
- explain the impact of energy and water supply
- discuss the impact of construction
- describe the impact of trade and tourism
- explain the impact of transport
- discuss the impact of agriculture on the environment
- describe the implication of environmental impact by human activity
- explain which business strategies could minimise industry impact on the environment

Learning unit 10: Climate change

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- explain what climate change is
- discuss how the normal climate system works
- identify the causes of climate change
- explain the impact of climate change
- identify the legislation and agreements that are in place to manage climate change

Learning unit 11: Environmental management and the micro business environment

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- discuss the business environment model
- explain components of the micro business environment
- describe the impact of environmental issues on the micro business environment
- discuss how to manage the impact of environmental management issues on business activities

Learning unit 12: Environmental management and the market business environment

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- discuss the components of the market business environment
- explain the impact of environmental management issues on the market business environment
- explain how environmental management challenges can be turned into business opportunities

Learning unit 13: Environmental management and the macro business environment

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- discuss the components of the macro business environment
- explain global environmental management incidents
- discuss globalisation and global environmental disasters

Learning unit 14: Environmental management ethics

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- explain ethics and environmental management
- define ethics
- discuss environmental ethics
- distinguish between instrumental, intrinsic and prudential values
- explain environmental management ethics
- explain environmental resource management

Learning unit 15: Applying environmental ethics to business policies

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- explain the aspects of sustainable development
- discuss business ethics
- describe ethical dilemmas
- explain corporate governance
- describe the influence of environmental ethics on business policy

Learning unit 16: Applying environmental ethics to lifestyle decisions

After working through this learning unit and the relevant parts of the prescribed book, you should be able to:

- apply environmental ethics to lifestyle decisions
- discuss moral and cultural values
- explain the forms of African value systems
- apply environmental ethics in everyday life

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

Your lecturer for this subject is **Ms Leonie Louw**.

She can be contacted on **012 429 4799** or via e-mail at louwlb@unisa.ac.za. If necessary, you can make an appointment to see her in her office.

Address: Room 4-57, AJH van der Walt Building

Muckleneuk Campus, Pretoria

Letters should be sent to:

Ms Leonie Louw
Department of Operations Management
PO Box 392
UNISA
0003

The lecturer for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated in the module page on myUnisa.

These days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on myUnisa as and when this happen.

Students are advised to check the module page on myUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements.

You may enclose more than one letter in an envelope, but do not address enquiries to different departments in the same letter. Letters to lecturers should not be included with assignments. Always write your **student number** and the **module code** at the top of any correspondence to the university. If you contact the lecturer by e-mail, always include the module code and your student number in the subject line.

3.2 Department

The contact information for the Department of Operations Management is as follows:

Tsholofelo Raseroka

Departmental Secretary

012 429 3176

rasert@unisa.ac.za

3.3 University

If you need to contact the university about matters not related to the content of this module, please consult your publication, *Study @ Unisa*, which you received with your tutorial matter. This brochure contains information on how to contact the university (e.g. to whom you can write for various queries, important telephone and fax numbers, addresses, and details of the times certain facilities are open). Always have your student number at hand when you call the university.

Please note that all administrative queries should be directed to the **Unisa Contact Department**. Enquiries will then be channelled to the correct department. The details are as follows:

	National	International
SMS number:	SMS 32695 (cost R1)	
Fax number:	012 429 4150	+2712 429 4150
E-mail address:	study-info@unisa.ac.za	
Physical address:	University of South Africa Preller Street Muckleneuk Pretoria	
Postal address:	University of South Africa PO Box 392 UNISA 0003	
Online address:	http://www.unisa.ac.za (general) https://my.unisa.ac.za (for registered students)	

4 RESOURCES

4.1 Prescribed books

The compulsory prescribed book, which you should acquire, is:

***Environmental management – a business management approach.* Smit, SJ. 2015.
1st edition. Cape Town: Juta & Co. ISBN 9781485103998.**

PLEASE NOTE: WE STRONGLY ADVISE YOU TO OBTAIN THE PRESCRIBED BOOK IMMEDIATELY TO AVOID ANY POSSIBLE DELAY IN YOUR STUDIES.

How to buy a Juta book online:

1. Login to <https://www.jutaonline.co.za/shop/>

Just above the “free delivery” notice on the right-hand top of the page, there is an open space in the ISBN number of the book; click on the grey block on the right. It will take you to the book.

2. Underneath the cover, put the number of books you want to order, i.e. 1, 2, etc. in the block.
3. Click “add to cart”.
4. This will take you to a shopping cart. If you are happy, click “proceed to checkout”.
5. Please fill in all the required info – the system will advise you if some info is missing
6. Please make sure that you have the correct address and postal code – **this is your responsibility**. The system will not accept wrong postal codes and addresses.
7. On page 2 – “Warning: ISBN is restricted from sale” just means that the book is not part of the discounted sale prices – just ignore this message and click “proceed” if you are happy with the **Total amount**.
8. Choose your method of payment – if you want to make the payment with your credit card, click “pay now with credit card”. If you choose EFT, it will take you to a page with all the instructions.
9. You can – at any stage – phone the customer service number should you have any difficulty with the process.

4.2 Recommended books

None

4.3 Electronic reserves (e-reserves)

None

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

If you have access to a computer that is linked to the internet, you can quickly access Unisa's resources and information. The myUnisa learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students, and with the administrative departments at Unisa – all through the computer and the internet.

You can start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. When you are on the myUnisa website, click on the "Claim UNISA Login" at the right-hand side of the screen. You will then be prompted to give your student number to claim your initial myUnisa, as well as myLife login details.

Please consult the **Study @ Unisa** brochure, which you received with your study material for more information on myUnisa.

Because we want you to succeed in this online module, we also provide you with some of the study material in printed format. This will allow you to read the study material, even if you are not online.

- This printed learning material will be sent to you at the beginning of the semester, but you do not have to wait to receive it to start studying – you can go online as soon as you register and all your learning material will be there.
- Therefore, the printed material is not something that you need to wait for before you start with the module. It is only an **offline** copy of the formal content of the online module.

- This will give you the chance to do a lot of the studying for this module without having to access the internet or go to an internet cafe. This will save you money, of course, and you will be able to take as much time as you need to read, and to re-read, the material and do the activities.

It is therefore very important that you login to myUnisa regularly. We recommend that you do this at least every week to 10 days to check for the following:

- **Check for new announcements.** You can also set up your myLife e-mail so that you receive the announcement e-mails on your cellphone.
- **Do the discussion forum activities.** For every learning unit in this module, we want you to discuss the activities with the other people in your group.
- **Do other online activities.** For some of the learning unit activities, you may need to take a quiz or complete a survey in **self-assessment**. Do not skip these activities because they will help you to complete the assignments and the other activities for the module.

We hope that this system will help you to succeed in this online module by giving you extra ways to study the materials and practise applying the theory. At the same time, you **MUST** go online in order to complete the activities and assignments on time and to get the most from the online course.

Remember, the printed support material is a back-up to everything that is found online on myUnisa. It does not contain anything extra. **In other words, you should NOT wait for the printed support material to arrive before you start studying.**

5 STUDENT SUPPORT SERVICES

You may call me at any time during office hours or contact me via e-mail for academic assistance. If I am not available, please leave a message and I will call you back. You are also welcome to come and see me, but you will first have to make an appointment to ensure that I am available.

5.1 Predatory providers of classes and examination support

Please be aware of the existence of multiple fraudulent and predatory providers of classes and examination guidance to Unisa students. Please note that Unisa does not have agreements with any of these agencies/schools/colleges to provide tuition or support to our students. Unisa

also does not provide these predators with study material, guidelines or your contact information.

These providers may not have the necessary expertise to assist you and often charge exorbitant fees. If you receive an invitation from any agency or college, it is best to confirm with your lecturer if the provider is a legitimate Unisa partner.

5.2 TVET agreements

Unisa, however, has agreements with a number of TVET Colleges to provide contact tuition and support for students in the following Higher Certificates:

- Higher Certificate in Economic & Management Sciences
- Higher Certificate in Banking
- Higher Certificate in Tourism
- Higher Certificate in Accounting Sciences

More information on this is available on the Unisa website.

6 STUDY PLAN

A proposed study programme is provided in the box below to help you plan your academic year. Complete the column with due dates according to your own planning.

WEEK	DUE DATE	ACTIVITY	✓
1		Read through tutorial letters Register on myUnisa Introduce yourself on the discussion forum on myUnisa	
2		Learning unit 1 and complete the self-assessment questions	
		Learning unit 2 and complete the self-assessment questions	
3		Learning unit 3 and complete the self-assessment questions	
		Learning unit 4 and complete the self-assessment questions	
4		Learning unit 5 and complete the self-assessment questions	
5		Learning unit 6 and complete the self-assessment questions	
		Learning unit 7 and complete the self-assessment questions	
6		Learning unit 8 and complete the self-assessment questions	

7	SEMESTER 1 DUE DATE: 5 March 2018 Try to submit by 28 February 2018 SEMESTER 2 DUE DATE: 27 August 2018 Try to submit by 15 August 2018	COMPLETE COMPULSORY ASSIGNMENT 01 AND SUBMIT	
8		Learning unit 9 and complete the self-assessment questions	
		Learning unit 10 and complete the self-assessment questions	
9		Learning unit 11 and complete the self-assessment questions	
		Learning unit 12 and complete the self-assessment questions	
10		Learning unit 13 and complete the self-assessment questions	
		Learning unit 14 and complete the self-assessment questions	
11		Learning unit 15 and complete the self-assessment questions	
		Learning unit 16 and complete the self-assessment questions	
12	SEMESTER 1 DUE DATE: 3 APRIL 2018 Try to submit by 21 March 2018 SEMESTER 2 DUE DATE: 25 September 2018 Try to submit by 12 September 2018	COMPLETE COMPULSORY ASSIGNMENT 02 AND SUBMIT	
13		Revise learning units 1–4 Complete the self-assessment questions at the end of each learning unit	
14		Revise learning units 5–8 Complete the self-assessment questions at the end of each learning unit	
15		Revise learning units 9–12	

		Complete the self-assessment questions at the end of each learning unit	
16		Revise learning units 13–16 Complete the self-assessment questions at the end of each learning unit	

Note: The golden rule is to set regular study sessions and to keep to them. Remember to include all your subjects in the programme!

Regular study will enable you to identify your problems and discuss them with your lecturer in good time. You should spend no less than six hours per week on Safety Management.

Please note:

Although students may work together when preparing assignments, each student must write and submit his/her own individual assignment. In other words, you must submit your own ideas in your own words, sometimes interspersed with relevant short quotations that are properly referenced.

It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of those assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

Not applicable to this module.

8 ASSESSMENT

8.1 Assessment criteria

The assignments form an integral part of your study programme and you have to complete and submit both the assignments for evaluation.

Please note: If you do not submit Assignment 01, your registration will be cancelled automatically and you will not be allowed to write the examination. No late assignments will be accepted.

8.2 Assessment plan

Assignment 01 counts 50% of your year mark and Assignment 02 counts 50%. The year mark contributes 20% towards your final mark, and the examination mark contributes 80%. Please note that your year mark has to be a minimum of 40% in order for you to gain admission to the examination. You, however, need to achieve a final mark of 50% in order to pass this subject/module.

If you obtain an examination mark of less than 40%, your year mark will not be considered for your final mark. This means that you will NOT qualify for the supplementary examination if you obtain less than 40% in the examination.

Calculation of your year mark

Example:

Assignment 01 = 70%

Assignment 02 = 50%

Year mark = $(70 \times 50\%) + (50 \times 50\%)$

= $35 + 25$

= 60%

Calculation of your final mark

Example:

Year mark = 60%

Examination mark = 60%

Final mark = $(60 \times 20\%) + (60 \times 80\%)$

= $12 + 48$

= 60%

You will automatically receive the correct answers for Assignment 01 and Assignment 02. Feedback on assignment answers will be sent to all students registered for this module in a follow-up tutorial letter numbered 201. As soon as you receive the feedback, please check your answers. The assignments and feedback constitute an important part of your learning and should help you to be better prepared for the examination.

Please note that feedback will only be sent after the due date of the assignment and the lecturer will not supply any answers on the assignment question before that date.

8.3 Assignment numbers

8.3.1 General assignment numbers

Please note!

You have to submit TWO compulsory assignments for MNO3704. Each assignment has a unique number. You will find the assignments in this tutorial letter.

8.3.2 Unique assignment numbers

Unique numbers have been allocated to your assignments for each of the two compulsory assignments. Please make sure that you provide the correct unique number on your mark reading sheet.

The unique numbers for the compulsory assignments are as follows:

Semester 1 Compulsory Assignment 01 Unique number: 827962	Semester 1 Compulsory Assignment 02 Unique number: 691676
Semester 2 Compulsory Assignment 01 Unique number: 744330	Semester 2 Compulsory Assignment 02 Unique number: 817524

PLEASE ENSURE THAT YOU SUBMIT THE ASSIGNMENTS BY THE DUE DATES!

Rules that apply to due dates:

- The due date for an assignment is not the date on which you must post your assignment, but the date by which we must receive it.
- No assignment will be marked before the due date. Utilise your time to ensure that the assignment you submit reflects your best work.
- No assignment will be accepted after the due date – it will be returned to you directly without

being marked, as the system will not accept your assignment.

- No extensions of due dates will be granted for assignments!

8.4 Assignment due dates

The due dates for the compulsory assignments are as follows:

Semester 1 Compulsory Assignment 01 Unique number: 827962	Semester 1 Compulsory Assignment 02 Unique number: 691676
05 MARCH 2018	03 APRIL 2018

Semester 2 Compulsory Assignment 01 Unique number: 744330	Semester 2 Compulsory Assignment 02 Unique number: 817524
27 AUGUST 2018	25 SEPTEMBER 2018

8.5 Submission of assignments

For both Assignment 01 and Assignment 02, the following information applies:

- Please use the correct subject code, assignment numbers and unique numbers. The mark-reading sheets are marked by a computer – your assignments will be rejected if the information on the mark-reading sheets does not correspond with your registration details.

Very important:

- Make copies of your assignments before you submit them!
- Use the envelopes provided to post your assignments to Unisa. You can also submit your assignments at any of the regional service points, Mobile MCQ, or electronically via myUnisa.

- Please note that you are not allowed to post, fax or e-mail assignments to the lecturers!

For detailed information on assignments, please refer to the *Study @ Unisa* brochure, which you received with your study package.

To submit an assignment via myUnisa:

- Go to myUnisa.
- Login with your student number and password.
- Select the module – MNO3704.
- Click on “Assignments” in the menu on the left-hand side of the screen.
- Click on the assignment number you wish to submit.
- Follow the instructions.
- After submission you will receive a reference number as proof of your submission.

8.6 The assignments

8.6.1. Compulsory assignments - semester 1

SEMESTER 1 – ASSIGNMENT 01

DUE DATE: 05 MARCH 2018 UNIQUE NUMBER: 827962

INSTRUCTIONS:

Indicate which of the following statements are correct by filling in the correct answer on myUnisa.

TRY TO SUBMIT THIS ASSIGNMENT AT LEAST ONE WEEK BEFORE THE DUE DATE

1. Cross-functional teams are aimed at the effective management of safety, health and the environment within a workplace. For which of the following activities within a cross-functional team are ergonomic experts responsible?
 - 1) Managing the immediate and adjacent environment in the workplace is an important element of qualitative safety-, health- and environmental (SHE) management in an organisation by contributing to the monitoring of issues in and around organisational facilities.
 - 2) Ensuring the effectiveness of organisational activities, products and services by contributing to the management of SHE in an organisation. Engaging the expertise of a range of complementary disciplines ensures effectiveness and quality of environmental management programmes within the organisation.
 - 3) Taking a preventative approach concerning the effects of work and working conditions on employees by addressing the issues of work placement, biological monitoring, health surveillance and health quality, and engaging with community health resources.
 - 4) Focusing on the interaction between man and machine by investigating the elements of the environment, the machine, the capabilities of people, and the interaction between man and machine.

2. What is the definition for the term “environmental management”?
 - 1) The way in which businesses deal with environmental aspects.
 - 2) The numerous natural resources that are available to be used by the manufacturing industry as raw materials.
 - 3) The immediate and remote surroundings within which individuals and organisations exist.
 - 4) Human endeavour to understand and describe the ways natural, human, financial and man-made resources are supposed to be utilised to achieve certain goals.
3. The occurrence of volcanic eruptions in the natural environment is an example of which energy related aspect?
 - 1) Excessive energies.
 - 2) Lack of generic energies.
 - 3) Lack of specific energies.
 - 4) Presence of unwanted energies.
4. What does the Deming Cycle consist of?
 - 1) The activities of planning, leading, organising and controlling as implemented in the business management environment.
 - 2) Ways of dealing with environmental aspects in order to prevent any adverse environmental impacts.
 - 3) The orderly organised utilisation of resources in providing goods and services to customers.
 - 4) The activities of “plan, do, check, act” as illustrated in the principles of an environmental management system.
5. Triple context reporting enhances accountability, sustainability and governance of organisations in South Africa by highlighting which of their responsibilities?
 - 1) Governance, values, product life cycles, transparency and partnerships.
 - 2) Economic prosperity, social responsibility, and environmental management.
 - 3) Waste reduction, environmental expenditure, and biodiversity.
 - 4) Economic prosperity, labour practices, and broader social issues.

6. What do the structural characteristics of substances include?
- 1) Energy, consistency and interaction.
 - 2) Tangibility, density and size.
 - 3) Weight, energy and shape.
 - 4) Texture, shape and consistency.
7. There are many business endeavours aimed at protecting the environment. Within this context, what does “corporate culture and corporate climate focus” entail?
- 1) It provides the best and only integrated approach to effectively manage the development and implementation of an EMS.
 - 2) It focuses on the fact that people are more inclined to achieve goals and objectives that they set individually or in a group.
 - 3) It provides maximum protection of the natural environment and applies to water, soil, air and ecosystems.
 - 4) It focuses on providing an environment that enhances the health and well-being of every member of society.
8. Management reviews of the Environmental Management System, to determine the continuing applicability, quality and effectiveness thereof, form a part of which phase of the Deming Wheel?
- 1) Planning
 - 2) Doing
 - 3) Checking
 - 4) Acting
9. How does management relate to human endeavour?
- 1) The term “management” represents human endeavours to understand and describe the ways that natural, human, financial and man-made resources should be used to reach specified goals.
 - 2) The term “management” refers to economic principles and the practice of economic efficiency as part of human endeavour.
 - 3) The term “management” relates to the human endeavour of commitment, dedication, inspiration, involvement, culture, recognition and leadership within the context of an organisation.
 - 4) The term “management” relates to the interaction of natural resources as part of human endeavour.

10. How does corporate social responsibility relate to environmental management?
- 1) Businesses need to take responsibility for any social impact that their business activities may have.
 - 2) All business activities are required by law to promote the human race.
 - 3) Business endeavours have to apply the principles of the PDCA cycle to minimise safety risks.
 - 4) Corporate social responsibility is the responsibility of line managers.
11. Safety hazards form part of which component of the environment?
- 1) The social environment.
 - 2) The organisational environment.
 - 3) The natural environment.
 - 4) The built environment.
12. What are the characteristics of an outside-in environmental management strategy?
- 1) The factors that occur outside an organisation affect the implementation of an environmental plan. This includes the nature and quality of the competition offered by external competitors and an analysis of the products that will be offered to different markets.
 - 2) An organisation will need to determine the availability of staff, skills, and resources in order to develop a competitive strategy. This will include an audit of financial, tangible and intangible assets to enable the organisation to tackle environmental issues at all levels.
 - 3) The structure and functioning of the external networks within which the organisation operates should be described. Once an organisation's position has been determined, it can start to allocate resources and influence the effectiveness of its environmental management system.
 - 4) Fundamental issues that occur due to a lack of environmental management can be addressed only with an emphasis on external dependency and bargaining relations along with the analysis of competitor functions and internal staff availability.

13. A student was asked to explain what the steps of the POLC-cycle entail. The student answered as follows: *The POLC-cycle finds its roots in business management principles. The steps in the POLC-cycle are planning, leading, organising and control. Planning involves thinking about the options that are involved in activities, specifically involving the achievement of organisational business objectives. Leading involves the influencing and inspiring of employees so that they can realise the success of the organisation. Organising involves the organisation of both people and resources in a way that will realise the organisation's objectives. This includes assigning tasks and authority to employees. Finally, the control phase involves the application of processes to organise and regulate all resources, including human resources, that were involved in the process of realising the organisation's objectives.* How would you critique the discussion presented by this student?
- 1) It is an excellent discussion.
 - 2) It is a fairly good, but the steps are in the wrong order.
 - 3) It is incomplete and missing some elements.
 - 4) It is not acceptable since the discussion does not relate to the question.
14. What made the King I Report unique?
- 1) It included sections on sustainability, the role of corporate boards and risk management. This code is also applicable to state departments and national, provincial and local government administration.
 - 2) It included not only financial and regulatory aspects, but also advocated an integrated approach that involved all stakeholders. This code of governance is applicable to boards of directors for, among others, listed companies.
 - 3) It recommended that organisations produce an integrated report in place of an annual financial report and a separate sustainability report in accordance with the Global Reporting Initiative's reporting guidelines.
 - 4) It provided companies in South Africa with a framework for reporting to help them achieve good governance that is based on the philosophical premise that governance reflects the value system of the society in which it operates.
15. Which document provides managers with a definitive guide to corporate governance?
- 1) The Constitution of the Republic of South Africa.
 - 2) The Companies Act.
 - 3) Generally Acceptable Accounting Practices (GAAP).
 - 4) The King III Report.

16. What does an environmental hazard entail?
- 1) Environmental hazards are situations that pose a threat to the surrounding environment.
 - 2) Environmental hazards are the same as safety hazards.
 - 3) Environmental hazards are substances that set energies, free whether they come into contact or not.
 - 4) Environmental hazards occur due to organisational activities.
17. The occurrence of smoke and carbon dioxide in the workplace is an example of which energy related aspect?
- 1) Excessive energies.
 - 2) Lack of generic energies.
 - 3) Lack of specific energies.
 - 4) Presence of unwanted energies.
18. In terms of business endeavours to protect the environment, what does compliance with environmental management's legal requirements entail?
- 1) It provides the best and only integrated approach to effectively manage the development and implementation of an environmental management system.
 - 2) It provides an overview of the natural environment and its interaction with various environmental hazards that require working with various stakeholders.
 - 3) It provides maximum protection of the natural environment and encompasses protection of water, soil, air, fauna and flora and all forms of ecosystems.
 - 4) It provides clear guidelines to ensure that the available environment enhances the health and well-being of every member of society through legal prescriptions.
19. Environmental management is addressed by which section in The Constitution of South Africa?
- 1) Section 24.
 - 2) Section 26.
 - 3) Section 3.
 - 4) Section 4.

20. A student was asked to explain the elements of ISO14000 as an international standard. The student answered as follows: *ISO 14000 is the international standard that organisations should ideally follow to implement and improve their environmental management systems (EMS). The elements of ISO 14000 comprise designing an EMS, formulating a policy, listing legal requirements, establishing objectives, training, communication, procedures, emergency preparedness, evaluating compliance, auditing and review. Designing an EMS should include the application of the organisations' environmental policy. Formulating a policy for the organisation should include its environmental intentions, directions, set parameters for environmental performance, and the consultation process with internal and external stakeholders. Listing legal requirements applies to clear legal directives and should be updated regularly. The objectives that should be established are directly related to the environmental policy that was formulated. Training should be regularly presented. Communication with internal and external stakeholders is important. Procedures should be in place. Emergency preparedness is important in order to be able to deal with environmental incidents. The organisation should evaluate the extent of its compliance to legislation. The auditing of an organisation should occur as and when it is convenient for the organisation and it is followed by a review of the effectiveness of the EMS.* How would you critique this answer?

- 1) This is a great answer, providing accurate information.
- 2) All of the important aspects are mentioned, but not discussed sufficiently.
- 3) Many of the important aspects are mentioned, but the answer is incomplete.
- 4) The student did not discuss the elements of ISO 14000.

TOTAL: 20 MARKS

SEMESTER 1 – ASSIGNMENT 02**DUE DATE: 03 APRIL 2018 UNIQUE NUMBER: 691676****INSTRUCTIONS:**

Indicate which of the following statements are correct by filling in the correct answer on myUnisa.

TRY TO SUBMIT THIS ASSIGNMENT AT LEAST ONE WEEK BEFORE THE DUE DATE

1. What are the important issues that are addressed by the National Water Act 36?
 - 1) The improvement of air quality; identification and reduction of negative impacts on human health and the environment; addressing issues that arise from the use of fossil fuels in residential areas; addressing issues regarding emissions from industrial sources; implementing South Africa's obligations in respect of international agreements and ensuring that best practice is followed with regard to air quality management.
 - 2) The implementation of vigorous control measures, cleaner technologies, cleaner production and consumption practices, and waste minimisation; providing for institutional arrangements and planning matters; providing for national norms and standards for regulating the management of waste by all spheres of government; and providing for licencing and control of waste management activities.
 - 3) The maintenance of essential national standards as per national legislation; uniformity of norms and standards that can be applied throughout the country in order to promote and give effect to an environment that is not harmful to the health and well-being of people; and requisite strategies, norms and standards to ensure best practice.
 - 4) The control of resources that focus on sustainability and equity as guiding principles; protecting, using, developing, conserving and managing resources by adhering to the guiding principles of sustainability and equity and still meeting basic human needs for resources; promoting social and economic development.
2. What does "the polluter pays" principle entail?
 - 1) Businesses need to be legally compliant in order to avoid prosecution and liability.
 - 2) A business is responsible for its products, from creation to disposal.
 - 3) A business is responsible for the life cycle of the product, including recycling.
 - 4) Businesses are responsible for the cost of pollution control, prevention and remediation.

3. What are the four ways to reduce greenhouse gas emissions?
 - 1) Reducing the demand for emissions-intensive products and services; increasing the efficiency of manufacturing processes that is monetarily efficient and increasing emissions; reduce deforestation and other human activities that indirectly impact on greenhouse gas emissions; and focusing on technologies that are more environmentally friendly and emit fewer greenhouse gases.
 - 2) Reducing the demand for emissions-intensive products and services; increasing the efficiency of manufacturing processes that is monetarily efficient and reduces emissions; increasing deforestation and other human activities that indirectly impact on greenhouse gas emissions; and focusing on technologies that are more environmentally friendly and emit fewer greenhouse gases.
 - 3) Reducing the demand for emissions-intensive products and services; increasing the efficiency of manufacturing processes that is monetarily efficient and reduces emissions; reduce deforestation and other human activities that indirectly impact on greenhouse gas emissions; and focussing on technologies that are more environmentally friendly and emit fewer greenhouse gases.
 - 4) Reducing the demand for emissions-intensive products and services; increasing the efficiency of manufacturing processes that is monetarily efficient and reduces emissions; reduce deforestation and other human activities that indirectly impact on greenhouse gas emissions; and focusing on technologies that are less environmentally friendly and emit fewer greenhouse gases.
4. What does the use of pesticides, herbicides, and fertilisers, contribute to?
 - 1) Disruption
 - 2) Biomass
 - 3) Pollution
 - 4) Energy control

5. How can the term “agroecosystem” be defined?
- 1) The surroundings within which humans exist and that are made up of the land, water and atmosphere of the earth, micro-organisms, plant and animal life, any part of or combination of this and the interrelationship among and between them, and the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence health and well-being.
 - 2) An ecosystem that has been changed for agricultural activity.
 - 3) Any self-sustaining and self-regulated community of organisms and the interaction between such organisms with one another and with their environment.
 - 4) The variety of life on Earth, including all organisms, species, and populations; the genetic diversity among these and their complex assemblages of communities and ecosystems.
6. The environmental governance tools used in the economic environment mostly consist of which of the following?
- 1) Fiscal instruments and consumer behaviour
 - 2) Fiscal instruments and all command and control tools
 - 3) Fiscal instruments and certain command and control tools
 - 4) Fiscal instruments and globalisation
7. A student was asked to explain the steps in the DfE process. The student answered as follows: *Designing for the environment (DfE) started because of stricter environmental regulations and it forced businesses to take environmental issues and their environmental impact more seriously. The steps of the DfE process are the evaluation of the product life cycle as it is now; determining the goals for the DfE process, in other words, what the organisation would like to achieve here; and the implementation of a product life cycle management system, which means that the new plan needs to help the organisation to take responsibility for the products that it produces from the point where the raw material are sources, to the point where the product reaches the end of its life and it needs to be recycled, reused or renewed.* How would you critique this response?
- 1) It is excellent and complete.
 - 2) It is fairly good, but the steps are in the wrong order.
 - 3) It is incomplete and is missing some elements.
 - 4) It is not acceptable since the discussion does not relate to the question.

8. Which industry harms the environment by requiring the construction of infrastructure and by causing disturbances and pollution in natural ecosystems for monetary gain?
- 1) Water and energy supply
 - 2) Construction
 - 3) Trade and tourism
 - 4) Transport
9. *Harvesting nutrients by way of a variety of plants and continuing without input or management, contributing to relative stability over time.* What is this statement describing?
- 1) The impact of climate change.
 - 2) The characteristics of a natural ecosystem.
 - 3) The characteristics of an agroecosystem.
 - 4) The impact of industry on the environment.
10. What is the main characteristic of COMESA's climate change initiative?
- 1) It aims to address poor access to water, improve the living conditions of people and address the prevalence of malnutrition.
 - 2) It commits industrialised countries to reducing greenhouse gas emissions.
 - 3) It addresses climate change with the specific purpose of reducing the impact it has at a social and economic level.
 - 4) It focuses on climate change as one of the major threats facing the environment.
11. Business ethics can be divided into which three main issues?
- 1) Moral, cultural, business and lifestyle ethics
 - 2) Micro ethics, market ethics, macro ethics
 - 3) Legislative, moral and procedural ethics
 - 4) Code of conduct, value statements and business policy
12. What are ethical dilemmas?
- 1) Situations where people are unable to choose between right and wrong.
 - 2) A methodical study of morality and human behaviour.
 - 3) The concepts that our morality is based on.
 - 4) Entrenched entirely in our society's definition of acceptable behaviour.

13. What are the most important issues that should be addressed by an air quality management plan (AQMP)?

- 1) The improvement of air quality; identification and reduction of negative impacts on human health and the environment; addressing issues that arise from the use of fossil fuels in residential areas; addressing issues regarding emissions from industrial sources; implementing South Africa's obligations in respect of international agreements and ensuring that best practice is followed with regard to air quality management.
- 2) The implementation of vigorous control measures, cleaner technologies, cleaner production and consumption practices, and waste minimisation; providing for institutional arrangements and planning matters; providing for national norms and standards for regulating the management of waste by all spheres of government; and providing for licencing and control of waste management activities.
- 3) The maintenance of essential national standards as per national legislation; uniformity of norms and standards that can be applied throughout the country in order to promote and give effect to the right to an environment that is not harmful to the health and well-being of people; and requisite strategies, norms and standards to ensure best practice.
- 4) The control of resources that focus on sustainability and equity as guiding principles; protecting, using, developing, conserving and managing resources by adhering to the guiding principles of sustainability and equity and still meeting basic human needs for resources; promoting social and economic development.

14. What does the "cradle-to-grave" principle entail?

- 1) Businesses need to be legally compliant in order to avoid prosecution and liability.
- 2) A business is responsible for its products, from creation to disposal.
- 3) A business is responsible for the lifecycle of the product, including recycling.
- 4) Businesses are responsible for the cost of pollution control, prevention and remediation.

15. What is "continual improvement" as part of the EMS?

- 1) A process of improvement that is ongoing and that never ends. It is an integral part of the "act" phase of the Deming Wheel.
- 2) It entails the continuing applicability, quality and effectiveness of an EMS as an essential function of top management.
- 3) It concentrates on establishing operations that relate to environmental aspects and their potential environmental impacts.
- 4) It forms part of the "do" phase of the Deming Wheel and focuses on resources, roles, responsibilities and authority.

16. Which of the following is not a characteristic of an environmental policy?

- 1) It correlates with activities, products or services of an organisation with due consideration.
- 2) It validates the effectiveness of actions taken to prevent or correct non-conformities.
- 3) It is available and accessible for any person to view and comment on the document.
- 4) It sets environmental objectives that correlate with continual reviewing and renewal of environmental targets.

17. Which industry caused damage to the environment to such an extent that such an environment can never be returned to its original state, but can only be rehabilitated to some sort of functioning state?

- 1) Fishing and forestry
- 2) Mining
- 3) Energy and water
- 4) Construction

18. Which of the following statements describe the characteristics of a natural agroecosystem more accurately?

- 1) This ecosystem involves relative instability over time, input and management, the recycling of nutrients, a structured trophic system, and soil organisms improving decomposition.
- 2) This ecosystem involves management and human control, a recycling of nutrients without human intervention, decomposition through soil organisms and human intervention.
- 3) This ecosystem involves relative stability, a lack of input and management, recycling of nutrients, a structured trophic system, and the harvesting of nutrients by a variety of plants.
- 4) This ecosystem involves management and human control, human intervention, disturbance, regulation of the system as a whole, habitat fragmentation, and variability.

19. *Deforestation and increased greenhouse gas emissions that lead to a reduced capability to convert human produced carbon dioxide into oxygen.* What is this statement describing?

- 1) The impact of climate change.
- 2) A characteristic of a natural ecosystem.
- 3) A characteristic of an agroecosystem.
- 4) The impact of industry on the environment.

20. What is the main characteristic of the White Paper on renewable energy?

- 1) It aims to address poor access to water, improving the living conditions of people and addressing the prevalence of malnutrition.
- 2) It commits industrialised countries to reducing greenhouse gas emissions.
- 3) It addresses climate change with the specific purpose of reducing the impact it has on a social and economic level.
- 4) It focuses on climate change as one of the major threats facing the environment.

TOTAL: 20 MARKS

8.6.2. Compulsory assignments – semester 2:**SEMESTER 2 – ASSIGNMENT 01****DUE DATE: 27 AUGUST 2018 UNIQUE NUMBER: 744330****INSTRUCTIONS:**

Indicate which of the following statements are correct by filling in the correct answer on myUnisa.

TRY TO SUBMIT THIS AT LEAST ONE WEEK BEFORE THE DUE DATE

1. The environment is made up of three components, namely the natural environment, man-made environment and social environment. These three components exist within clearly differentiated structures, but they continuously influence each other. What characterises the social environment?
 - 1) It consists of all physical and chemical substances and includes all forms of life, ecological processes and interactions between one or more of these elements.
 - 2) It comprises the needs of humans who may have an interest, or could be affected by any part of an organisation's environmental programme.
 - 3) It has jurisdiction over any aspect of business operations within an organisation.
 - 4) It includes all structures, processes and practices humans create in order to advance their quality of life.

2. What does the philosophy of the King III Report revolve around?
 - 1) Standards of conduct for directors, listed companies, banks and state-owned enterprises.
 - 2) Standards of conduct for local government administration as well as auditing requirements for South African organisations.
 - 3) Leadership, sustainability and corporate citizenship.
 - 4) Enhancing economic prosperity and social responsibility.

3. What summarises the negative impact of human activity?
 - 1) Depletion of sources in sustaining life and the enhancement of quality of life.
 - 2) Human inconsistency and responsibility.
 - 3) Conflicts and warfare that evolved to include weapons of mass destruction.
 - 4) Specific natural sources influencing corporate behaviour.

4. There are many business endeavours aimed at protecting the environment. Within this context, what does the utilisation of cross-functional teams entail?
- 1) It provides the best and only integrated approach to effectively manage the development and implementation of an EMS.
 - 2) It focuses on the fact that people are more inclined to achieve goals and objectives that they set individually or in a group.
 - 3) It provides maximum protection of the natural environment and applies to water, soil, air and ecosystems.
 - 4) It focuses on providing an environment that enhances the health and well-being of every member of society.
5. A student was asked to explain the steps in the PDCA-cycle (Deming Wheel). The student answered the question as follows: *The Deming Wheel is used to illustrate the PDCA cycle. PDCA stands for plan, do, check, act, and the different phases make a significant contribution to ensuring consistent quality management. This cycle can also be applied to an EMS. The planning phase involves setting objectives and establishing standards. The checking phase involves measuring progress that has been made against the plan that was set. The acting phase involves a review of performance against standards, and finally, the doing phase involves implementing the plan to achieve the set objectives and established standards.* How would you critique this answer?
- 1) This discussion is excellent and complete.
 - 2) The discussion is fairly good, but the steps are in the wrong order.
 - 3) It is an incomplete discussion and is missing some elements.
 - 4) It is not acceptable since the discussion does not relate to the question.
6. What do soft skills entail?
- 1) Thriftiness and economic efficiency.
 - 2) Commitment, dedication, inspiration, involvement, culture, recognition and leadership.
 - 3) Interaction with the environment.
 - 4) The ways natural, human, financial and man-made resources can be used for sustainability.

7. How do business management and environmental management differ?

- 1) Its application of planning functions.
- 2) Its leadership focus.
- 3) Its functional focus.
- 4) Its application of control functions.

8. Cross-functional teams are aimed at the effective management of safety, health and the environment within a workplace. For which of the following activities within a cross-functional team are enterprise risk managers responsible for?

- 1) Managing the immediate and adjacent environment in the workplace is an important element of qualitative safety-, health- and environmental management in an organisation by contributing to the monitoring of issues in and around organisational facilities.
- 2) Ensuring the effectiveness of organisational activities, products and services by contributing to the management of SHE in an organisation. Engaging the expertise of a range of complementary disciplines ensures effectiveness and quality of environmental management programmes within the organisation.
- 3) Managing the financial safety risk that an organisation incurs in operating its basic business activities, products and services. They rely on the quality of an organisation's EMS to minimise financial loss.
- 4) Focusing on the interaction between man and machine by investigating the elements of the environment, the machine, the capabilities of people, and the interaction between man and machine.

9. Man-made objects form part of which component of the environment?

- 1) The social environment
- 2) The organisational environment
- 3) The natural environment
- 4) The built environment

10. Why does the social environment form a part of the components of the environment?

- 1) Humans, their needs and their interests form an important part of the organisation's internal and external environment.
- 2) Humans are responsible for managing the risks in the built-up environment in order to enhance quality of life.
- 3) The interaction between safety hazards can be managed and minimised only by humans.
- 4) The interests of humans in terms of the natural world should enjoy preference over other interests.

11. What are the characteristics of an inside-in environmental management strategy?

- 1) The factors that occur outside an organisation affect the implementation of an environmental plan. This includes the nature and quality of the competition offered by external competitors and an analysis of the products that will be offered to different markets.
- 2) An organisation will need to determine the availability of staff, skills, and resources in order to develop a competitive strategy. This will include an audit of financial, tangible and intangible assets to enable the organisation to tackle environmental issues at all levels.
- 3) The structure and functioning of the external networks within which the organisation operates should be described. Once an organisation's position has been determined, they can start to allocate resources and influence the effectiveness of their environmental management system.
- 4) Fundamental issues that occur due to a lack of environmental management can be addressed only with an emphasis on external dependency and bargaining relations along with the analysis of competitor functions and internal staff availability.

12. How do public sector-related human activities affect the environment?

- 1) All economic activities affect the environment and this includes mining, retail, manufacturing, communication and tourism.
- 2) In order to provide for the increased population, large areas are utilised as urban areas.
- 3) Through public participation, environmental legislation can be improved and environmental management should become a priority for local and national government.
- 4) Since humans can't be separated from the environment, government should be tasked with managing their use of natural resources by limiting their consumption rate.

13. What made the King II Report unique?

- 1) It provided companies in South Africa with a framework for reporting to help them achieve good governance that is based on the philosophical premise that governance reflects the value system of the society in which it operates.
- 2) It recommended that organisations produce an integrated report in place of an annual financial report and a separate sustainability report in accordance with the Global Reporting Initiative's reporting guidelines.
- 3) It included sections on sustainability, the role of corporate boards and risk management. This code is also applicable to state departments and national, provincial, and local government administration.
- 4) It included not only financial and regulatory aspects, but also advocated an integrated approach that involved all stakeholders. This code of governance is applicable to boards of directors for, among others, listed companies.

14. What are the characteristics of "triple bottom line"?

- 1) Economic prosperity, social responsibility, environmental sustainability.
- 2) Reporting tools for annual reports.
- 3) Additional auditing requirements for South African organisations.
- 4) An evaluation tool for potential investors.

15. What do the functioning characteristics of substances include?

- 1) Energy, consistency and interaction
- 2) Tangibility, density and size
- 3) Weight, energy and shape
- 4) Texture, shape and consistency

16. Snow storms that occur during winter is an example of which energy related aspect?
- 1) Excessive energies
 - 2) Lack of generic energies
 - 3) Lack of specific energies
 - 4) Presence of unwanted energies
17. In terms of business endeavours to protect the environment, what does corporate consultation with interest groups entail?
- 1) It provides the best and only integrated approach to effectively manage the development and implementation of an environmental management system.
 - 2) It provides an overview of the natural environment and its interaction with various environmental hazards that require working with various stakeholders.
 - 3) It provides maximum protection of the natural environment and encompasses protection of water, soil, air, fauna and flora and all forms of ecosystems.
 - 4) It provides clear guidelines to ensure that the available environment enhances the health and well-being of every member of society through legal prescriptions.
18. What is the relationship between ISO 14000 and regulatory requirements?
- 1) ISO 14000 is aimed at dictating prescriptions for the objectives that relate to the environmental management performance of an organisation.
 - 2) ISO 14000 prescribes what the legislation and regulations of a country should address.
 - 3) ISO 14000 was designed to assist organisations to manage their EMS in accordance with applicable regulatory requirements.
 - 4) ISO 14000 endeavours to apply all statutory and regulatory requirements that pertain to EMS.
19. According to which of these documents are businesses responsible for implementing sustainable business practices?
- 1) ISO14001
 - 2) King II Report
 - 3) Closed Corporation Act 69 of 1984
 - 4) Companies Act 71 of 2008

20. A student was asked to explain the specific EMS issues that relate to the *checking phase* of the Deming Wheel. The student answered as follows: *The checking phase forms part of the third step in the Deming Wheel and it aims to determine the efficiency of the previous two phases. The issues that should be addressed in the checking phase include resources, roles, responsibility, and authority; training and awareness; internal and external communication, operational control, compliance, record and documentation control and finally emergency preparedness and response.*

- 1) This is a great discussion, providing accurate information.
- 2) All of the relevant aspects are mentioned, but not discussed sufficiently.
- 3) The specific issues that are mentioned by the student are discussed quite well, but some important aspects are missing.
- 4) This discussion is not acceptable since it does not relate to the question.

TOTAL: 20 MARKS

SEMESTER 2 – ASSIGNMENT 02**DUE DATE: 25 SEPTEMBER 2018 UNIQUE NUMBER: 817524****INSTRUCTIONS:**

Indicate which of the following statements are correct by filling in the correct answer on myUnisa.

TRY TO SUBMIT THIS AT LEAST ONE WEEK BEFORE THE DUE DATE

1. What are the most important issues that should be addressed by an air quality management plan (AQMP)?
 - 1) The improvement of air quality; identification and reduction of negative impacts on human health and the environment; addressing issues that arise from the use of fossil fuels in residential areas; addressing issues regarding emissions from industrial sources; implementing South Africa's obligations in respect of international agreements and ensuring that best practice is followed with regard to air quality management.
 - 2) The implementation of vigorous control measures, cleaner technologies, cleaner production and consumption practices, and waste minimisation; providing for institutional arrangements and planning matters; providing for national norms and standards for regulating the management of waste by all spheres of government; and providing for licencing and control of waste management activities.
 - 3) The maintenance of essential national standards as per national legislation; uniformity of norms and standards that can be applied throughout the country in order to promote and give effect to the right to an environment that is not harmful to the health and well-being of people; and requisite strategies, norms and standards to ensure best practice.
 - 4) The control of resources that focus on sustainability and equity as guiding principles; protecting, using, developing, conserving and managing resources by adhering to the guiding principles of sustainability and equity and still meeting basic human needs for resources; promoting social and economic development.

2. How can the term “ecosystem” be defined?
 - 1) The surroundings within which humans exist and that are made up of the land, water and atmosphere of the earth, micro-organisms, plant and animal life; any part of or combination of this and the interrelationship among and between them; and the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence health and well-being.
 - 2) Any commercial activities, commercial agriculture activities, mining activities and the operation of power stations.
 - 3) Any self-sustaining and self-regulated community of organisms; and the interaction between such organisms with one another and with their environment.
 - 4) The variety of life on Earth, including all organisms, species, and populations; and the genetic diversity among these and their complex assemblages of communities and ecosystems.

3. Which of the following components are a part of the Macro Business Environment?
 - 1) Politico-legal environment
 - 2) Competitors
 - 3) Business resources
 - 4) The labour forces

4. *Habitat loss or fragmentation, extensive regulation and disturbance, as well as human control and intervention.* What is this statement describing?
 - 1) The impact of climate change.
 - 2) The characteristics of a natural ecosystem.
 - 3) The characteristics of an agroecosystem.
 - 4) The impact of industry on the environment.

5. The term “environmentally sound management” was first defined in which legislation?
 - 1) National Environmental Management: Water Act 59 of 2008
 - 2) National Environmental Management Act 107 of 1998
 - 3) Companies Act 71 of 2008
 - 4) Environment Conservation Act 73 of 1989

6. What is ascribed to something that is valuable and good in and of itself?
 - 1) Intrinsic value
 - 2) Instrumental value
 - 3) Prudential value
 - 4) Economic value

7. A student was asked to discuss the ways in which greenhouse gas emissions can be reduced. The student answered the question as follows: *The different ways of reducing greenhouse gas emissions include the following: reducing the demand for products and services that are emissions-intensive or that need too many resources that are harmful to the environment; to increase the inefficiency of the manufacturing processes in order to ensure that it is financially inefficient and that it reduces emissions; to reduce deforestation and human activities that contribute to greenhouse gas emissions; and finally to focus on using and developing technologies that are environmentally friendly and that will reduce greenhouse gas emissions.*
 - 1) This is a great answer, providing accurate information.
 - 2) The aspects of efficiency of a manufacturing process are not discussed accurately.
 - 3) The aspects of deforestation are not discussed accurately.
 - 4) All of the elements need more attention and were not discussed accurately.

8. Which business management aspects that could cause damage to the environment include over-consumption, technology, economic downturn and religion?
 - 1) Business factors
 - 2) Business ethics
 - 3) Economic factors
 - 4) Environmental ethics

9. What involves the identification of environmental issues that affect a specific company, the identification of existing environmental programmes and activities, as well as the identification of short-falls in these environmental activities, programmes and policies?
 - 1) Environmental management
 - 2) Environmental self-assessment
 - 3) Corporate governance
 - 4) Environmental ethics

10. What involves an ethical framework that creates a standard against which all possible ethical choices can be evaluated, thereby sharpening awareness of ethical and moral issues through the conscious examination of personal values and choices?
- 1) Sustainable development
 - 2) Business ethics
 - 3) Business factors
 - 4) Corporate governance
11. Which industry causes damage to the environment by reshaping the land and removing indigenous species, causing extensive habitat fragmentation and directly affecting biodiversity?
- 1) Water and energy supply
 - 2) Construction
 - 3) Trade and tourism
 - 4) Transport
12. What are the important issues that are addressed as part of waste management practices?
- 1) The improvement of air quality; identification and reduction of negative impacts on human health and the environment; addressing issues that arise from the use of fossil fuels in residential areas; addressing issues regarding emissions from industrial sources; implementing South Africa's obligations in respect of international agreements and ensuring that best practice is followed with regard to air quality management.
 - 2) The implementation of vigorous control measures, cleaner technologies, cleaner production and consumption practices, and waste minimisation; providing for institutional arrangements and planning matters; providing for national norms and standards for regulating the management of waste by all spheres of government; and providing for licencing and control of waste management activities.
 - 3) The maintenance of essential national standards as per national legislation; uniformity of norms and standards that can be applied throughout the country in order to promote and give effect to the right to an environment that is not harmful to the health and well-being of people; and requisite strategies, norms and standards to ensure best practice.
 - 4) The control of resources that focus on sustainability and equity as guiding principles; protecting, using, developing, conserving and managing resources by adhering to the guiding principles of sustainability and equity and still meeting basic human needs for resources; promoting social and economic development.

13. What does the “cradle-to-cradle” principle entail?

- 1) Businesses need to be legally compliant in order to avoid prosecution and liability.
- 2) A business is responsible for its products, from creation to disposal.
- 3) A business is responsible for the lifecycle of the product, including recycling.
- 4) Businesses are responsible for the cost of pollution control, prevention and remediation.

14. What does “implementation and operations” entail as part of the EMS?

- 1) A process of improvement that is ongoing and that never ends. It is an integral part of the “act” phase of the Deming Wheel.
- 2) It entails the continuing applicability, quality and effectiveness of an EMS as an essential function of top management.
- 3) It concentrates on establishing operations that relate to environmental aspects and their potential environmental impacts.
- 4) It forms part of the “do” phase of the Deming Wheel and focuses on resources, roles, responsibilities and authority.

15. What is “management review” as part of the EMS?

- 1) A process of improvement that is ongoing and that never ends. It is an integral part of the “act” phase of the Deming Wheel.
- 2) It entails the continuing applicability, quality and effectiveness of an EMS as an essential function of top management.
- 3) It concentrates on establishing operations that relate to environmental aspects and their potential environmental impacts.
- 4) It forms part of the “do” phase of the Deming Wheel and focuses on resources, roles, responsibilities and authority.

16. Reforming law in order to protect health and the environment by providing reasonable measures for the prevention of ecological degradation, and providing for remediation of contaminated land and for compliance and enforcement, form part of which environmental management legislation?

- 1) National Environmental Management: Waste Act 59 of 2008
- 2) National Environmental Management: Biodiversity Act 10 of 2004
- 3) National Environmental Management Act 15 of 2009
- 4) National Environmental Management: Air Quality Act 39 of 2004

17. Which industry caused damage to the environment and biodiversity by introducing alien species that grow faster and provide a greater economic yield?
- 1) Mining
 - 2) Construction
 - 3) Fishing and forestry
 - 4) Energy and water
18. Which of the following statements describe the characteristics of a natural ecosystem most accurately?
- 1) This ecosystem involves relative instability over time, input and management, the recycling of nutrients, a structured trophic system, and soil organisms improving decomposition.
 - 2) This ecosystem involves management and human control, a recycling of nutrients without human intervention, decomposition through soil organisms, and human intervention.
 - 3) This ecosystem involves relative stability, a lack of input and management, recycling of nutrients, a structured trophic system, and the harvesting of nutrients by way of a variety of plants.
 - 4) This ecosystem involves management and human control, human intervention, disturbance, regulation of the system as a whole, habitat fragmentation, and variability.
19. *The removal of natural species through deforestation and the removal of layers of natural soil and the over-exploitation of natural resources.* What is this statement describing?
- 1) The impact of climate change.
 - 2) The characteristics of a natural ecosystem.
 - 3) The characteristics of an agroecosystem.
 - 4) The impact of industry on the environment .
20. What is the main characteristic of the Kyoto Protocol?
- 1) It aims to address poor access to water, improve the living conditions of people, and address the prevalence of malnutrition.
 - 2) It commits industrialised countries to reducing greenhouse gas emissions.
 - 3) It addresses climate change with the specific purpose of reducing the impact it has at a social and economic level.
 - 4) It focuses on climate change as one of the major threats facing the environment.

TOTAL: 20 MARKS

8.7 Self-assessment questions

DO NOT SUBMIT THESE QUESTIONS FOR MARKING.

ANSWERS TO THIS SELF-ASSESSMENT ASSIGNMENT ARE INCLUDED IN TUTORIAL LETTER 201.

INSTRUCTIONS:

Answer the following questions.

When you have completed this assignment, compare your answers to the model answers provided in Tutorial Letter 201.

Question 1

- 1.1 All relevant staff members are required to keep themselves aware of the effects of nonconformity with the requirements of the environmental management system as listed in the environmental policy. Is this statement true or false? Substantiate your answer by describing the procedures that should be implemented to ensure that all relevant staff members are kept aware of the effects of nonconformity. (5)
- 1.2 Control of all documents in connection with the development and implementation of the environmental management system, in accordance with international standards, rests with the organisation. Discuss the procedures that should be in place to this effect. (5)
- 1.3 You are responsible for the construction of a shopping mall in an ecologically sensitive area. A river runs through the proposed construction site and this river feeds areas downstream that are home to threatened species of fauna and flora. List the members you would include in a cross-functional team and briefly explain the role of each member in this specific situation. (15)
- [25]**

Question 2

- 2.1 There are numerous examples of global environmental disasters. Besides those mentioned in the prescribed textbook and study guide, identify two global environmental disasters and explain how globalisation contributed towards the occurrence of these disasters. (10)
- 2.2 List and explain the ten principles of environmental management. (20)
- [30]**

Question 3

- 3.1 List and discuss the legislation and agreements that are in place to manage climate change. (5)
- 3.2 List and explain the elements of an environmental management system. (10)
- [15]**

TOTAL: [70]

8.8 The examination

Examination admission

You will be allocated a mark for both Assignment 01 and Assignment 02. This mark will be combined with your examination mark to determine your final mark.

Your final assessment mark for this module will, therefore, be a combination of the assignment marks and the examination mark. The 20/80 principle applies for this module. This means that your assignments account for 20% of your final mark and your examination accounts for 80%.

Students who do not submit the assignments for assessment purposes, or do not obtain a pass mark in the compulsory assignments but who write the examination, must still attain a minimum of 50% for the final assessment mark (i.e. assignment marks and examination marks combined). Please note that irrespective of the year mark obtained, you must achieve a subminimum of 40% in the examination. You will therefore, not pass the module if your examination mark is less than 40%.

How will this work in practice?

Example 1:

If you get a year mark of 50% (i.e. the combined mark for Assignments 01 and 02 as calculated in section 8.1 above), this mark is multiplied by 0.2, which equals 10% of the final assessment mark. If you obtain 50 marks out of a possible 100 marks in the examination (50%), this percentage is multiplied by 0.8, which equals 40% of the final assessment mark. The assignment mark and the examination mark are then combined (10% + 40%) to give a final assessment mark of 50% for the module.

Example 2:

If you get a year mark of 60% (i.e. the combined mark for Assignments 01 and 02 as calculated in section 8.1 above), this mark is multiplied by 0.2, which equals 12% of the final assessment mark. If you obtain 54 out of a possible 100 marks in the examination (54%), this figure is multiplied by 0.8, which equals 43.2%. The two results are then combined to give a final assessment mark of 55.2% (12% + 43.2%) for the module.

Examination period

The examination for this module will be written in **January/February 2018**. You will receive adequate guidelines during the course of the year regarding what you should study and how you should prepare.

Examination paper

The total marks for the paper will be 70 marks, and the **duration of the examination will be two hours**. The exact time and date of the examination will be forwarded to you by Corporate Examinations later in the year.

- If your final mark is 50% or more, you have passed Supervising Safety.
- If your final mark is below 50%, and your examination mark is 45% - 49%, you do not pass and you will be registered for the supplementary examination and your account debited per subject.
- If your examination mark is below 45%, you may not write the supplementary examination, and you must re-register in the next registration period.

Previous examination papers

Previous examination papers are available to students on myUnisa. We advise, however, not to focus on only old examination papers as the content of modules, and therefore examination papers, changes from year to year. You may accept that the type of questions that will be asked in the examination will be similar to the questions asked in the activities found in your study guides and in your assignments.

Tutorial letter with information on the examination

To help you prepare for the examination, you will receive a tutorial letter that will explain the format of the examination paper.

Refer to the *Study @ Unisa* brochure for general examination guidelines and examination preparation guidelines.

9 FREQUENTLY ASKED QUESTIONS

Please consult the *Study @ Unisa* brochure as it contains an A-Z guide of the most relevant study information.

10 CONCLUSION

Do not hesitate to contact your lecturers by e-mail if you are experiencing problems with the content of this tutorial letter or any aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

Your Environmental Management Lecturers

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