

Asia Pacific College

ANNEXES TO THE APC INSTITUTIONAL SUSTAINABILITY POLICY FRAMEWORK

This addendum presents the recommended annexes supporting the APC Institutional Sustainability Policy Framework. It is intended for institutional review, adoption, and subsequent refinement based on approved implementation plans.

ANNEX A - Definition of Terms

For purposes of the Institutional Sustainability Policy Framework, the following terms shall be understood as follows:

- 1. Sustainability.** The capacity of Asia Pacific College to pursue its mission and operations in a manner that balances environmental stewardship, social responsibility, and sound governance, while ensuring long-term institutional resilience, relevance, and accountability.
- 2. Environmental, Social, and Governance (ESG).** The three interrelated dimensions used by the College to guide, implement, monitor, and evaluate sustainability performance. Environmental refers to stewardship of natural and physical resources; Social refers to people, welfare, and stakeholder well-being; Governance refers to ethics, accountability, transparency, and institutional oversight.
- 3. Environmental Sustainability.** The pillar of sustainability concerned with the responsible management of energy, water, waste, materials, emissions, campus environmental quality, and other environmental aspects of the College's operations, programs, and facilities.
- 4. Social Sustainability.** The pillar of sustainability concerned with protecting and promoting the health, safety, well-being, dignity, inclusion, development, and participation of students, faculty, staff, service personnel, partners, and other stakeholders.
- 5. Governance for Sustainability.** The pillar of sustainability concerned with leadership, policy oversight, ethical conduct, compliance, transparency, accountability, documentation, and institutional systems necessary to ensure effective and credible sustainability implementation.
- 6. Stakeholder.** Any individual, group, office, partner, or entity that affects, is affected by, or has a legitimate interest in the sustainability performance, decisions, policies, or operations of Asia Pacific College.
- 7. Material Sustainability Issue.** A sustainability-related concern, impact, risk, opportunity, or topic that is sufficiently significant to influence APC's decision-making, operations, reporting, stakeholder expectations, institutional reputation, or long-term performance.
- 8. Sustainability Report.** A formal institutional report or equivalent documented submission that presents APC's sustainability-related policies, programs, initiatives, targets, indicators, accomplishments, gaps, risks, and improvement actions across the Environmental, Social, and Governance pillars.
- 9. Responsible Procurement.** The practice of acquiring goods, services, works, or technologies using principles of efficiency, legality, transparency, lifecycle consideration, and sustainability, including environmental, social, and ethical considerations where applicable.

10. Institutional Resilience. The capacity of APC to anticipate, withstand, respond to, recover from, and adapt to operational, environmental, social, financial, and governance-related risks or disruptions while sustaining its educational mission and institutional functions.

ANNEX B - ESG Governance Structure and Responsible Offices

The table below identifies the primary office accountabilities for implementation, support, monitoring, approval, and reporting under the ESG pillars.

Pillar	Policy Area	Lead Office	Supporting Offices	Monitoring Office	Approving Authority	Reporting Frequency
Environmental	Energy management and efficiency	Executive Director for Technical Services	Energy Manager; Building Maintenance Office; IT Resources; Logistics; Finance and Accounting	Quality Assurance Office	Office of the President	Quarterly / Annually
Environmental	Water conservation and utility efficiency	Executive Director for Technical Services	Building Maintenance Office; Logistics; Finance and Accounting	Quality Assurance Office	Office of the President	Quarterly / Annually
Environmental	Waste reduction and environmental compliance	Executive Director for Technical Services	Building Maintenance Office; Logistics; Academic Affairs; Human Resources	Quality Assurance Office	Office of the President	Quarterly / Annually
Environmental	Sustainable environmental procurement and resource stewardship	Executive Director for Technical Services	Logistics; Finance and Accounting; Energy Manager	Quality Assurance Office	Office of the President	Semi-Annual / Annual
Social	Student well-being, inclusion, and campus welfare	Executive Director for Academic Affairs	Human Resources; Registrar; relevant student support offices; Marketing; Quality Assurance	Quality Assurance Office	Office of the President	Semester / Annual
Social	Employee welfare, health, safety, and development	Executive Director for Academic Affairs	Human Resources; Technical Services; Quality Assurance	Quality Assurance Office	Office of the President	Quarterly / Annual
Social	Community engagement and socially responsive programs	Executive Director for Academic Affairs	Research and Creative Works Office; Marketing; Human Resources; Logistics	Quality Assurance Office	Office of the President	Semester / Annual
Social	Accessibility, feedback, and stakeholder support systems	Executive Director for Academic Affairs	Human Resources; Technical Services; Registrar; relevant support offices	Quality Assurance Office	Office of the President	Semester / Annual
Governance	Policy compliance and ESG coordination	Director for Quality Assurance	Academic Affairs; Technical Services; Human Resources; Finance; Logistics; RCWO	Quality Assurance Office	Office of the President	Quarterly / Annual
Governance	ESG documentation, reporting, and review	Director for Quality Assurance	All concerned offices	Quality Assurance Office	Office of the President	Quarterly / Annual
Governance	Ethical conduct, accountability, and internal controls	Director for Quality Assurance	Human Resources; Finance and Accounting; Logistics; Technical Services	Quality Assurance Office	Office of the President	Annual
Governance	Cross-functional policy implementation through Steering Committee	Director for Quality Assurance	Academic Affairs; Technical Services; Human Resources; Finance; Logistics; RCWO; Energy Manager	Office of the President / Quality Assurance	Office of the President	Quarterly

Note: The Office of the President shall exercise overall oversight of the Institutional Sustainability Policy Framework. The Sustainability Steering Committee shall serve as the coordinating body for implementation, while the Quality Assurance Office shall act as the central coordinating and monitoring office.

ANNEX C - ESG Objectives, Targets, and KPIs

Baselines shall be established during the initial implementation year using available APC records, reports, and validated operational data. Targets may be refined by the Sustainability Steering Committee upon approval of the first implementation plan.

Pillar	Objective	Target	KPI	Baseline	Responsible Office	Timeframe	Source of Verification
Environmental	Improve campus energy performance	Annual reduction in energy use intensity and/or improved energy efficiency performance	% reduction in energy consumption; kWh; relevant normalized performance metric	To be established from APC baseline year	Technical Services / Energy Manager	Annual	Utility records; monitoring logs; annual reports
Environmental	Strengthen water conservation	Reduction in avoidable water consumption and losses	% reduction in water consumption; leak incidents resolved	To be established	Technical Services	Annual	Water bills; maintenance logs
Environmental	Improve waste management practices	Increase waste segregation and reduction initiatives campus-wide	% of offices implementing segregation; number of waste reduction activities	To be established	Technical Services / Logistics	Annual	Inspection records; program reports
Environmental	Promote sustainable procurement	Inclusion of sustainability criteria in applicable procurement activities	% of applicable procurements with sustainability considerations	To be established	Logistics / Technical Services	Annual	Procurement records; bid documents
Social	Promote safe and healthy campus conditions	Sustained implementation of health, safety, and wellness measures	Number of safety trainings; incident rate; wellness participation rate	Existing institutional records	Academic Affairs / Human Resources	Annual	Human Resources reports; safety logs; attendance sheets
Social	Strengthen student and employee support systems	Improve access to support, inclusion, and feedback mechanisms	Number of support initiatives; stakeholder satisfaction rating; grievance resolution rate	To be established	Academic Affairs / Human Resources	Semester / Annual	Survey results; grievance logs; office reports
Social	Strengthen community engagement	Increased sustainability-related outreach and participation	Number of outreach programs; participants served	Current outreach record	Academic Affairs / RCWO	Annual	Extension reports; activity documentation
Social	Improve accessibility and inclusive participation	Progressive enhancement of accessibility and inclusion measures	Number of accessibility improvements; feedback from users	To be established	Academic Affairs / Technical Services	Annual	Inspection reports; stakeholder feedback
Governance	Strengthen ESG policy implementation	Regular coordination and documented implementation of ESG actions	Number of Steering Committee meetings; % of planned actions completed	To be established	Quality Assurance Office	Quarterly / Annual	Minutes of meetings; action tracking sheets
Governance	Improve sustainability reporting	Timely preparation of consolidated sustainability reports	Submission of annual sustainability report; % completeness of required reports	Existing reporting practice	Quality Assurance Office	Annual	Consolidated reports; transmittals
Governance	Strengthen policy compliance and accountability	Increased compliance with sustainability-related policies and review requirements	% compliance with required submissions; number of completed reviews	To be established	Quality Assurance Office	Annual	Compliance checklists; review reports

Pillar	Objective	Target	KPI	Baseline	Responsible Office	Timeframe	Source of Verification
Governance	Strengthen documentation and internal controls	Sustained availability of supporting records and evidence	% of required documents maintained and updated	To be established	Quality Assurance Office / Concerned Offices	Annual	Document control logs; internal review records

ANNEX D - ESG Monitoring and Reporting Matrix

Concerned offices shall ensure the timeliness, accuracy, and completeness of submitted records. The Quality Assurance Office shall prescribe templates, schedules, and minimum documentary requirements for reporting under this Annex.

Reporting Frequency	Data Owner	Report Recipient	Evidence Required	Consolidation Office	Review Mechanism
Monthly	Technical Services / Energy Manager	Executive Director for Technical Services	Utility data; maintenance logs; monitoring records	Quality Assurance Office	Internal operational review
Quarterly	Pillar Lead Offices	Sustainability Steering Committee	Progress updates; KPI tracking sheets; incident/issue logs; action status reports	Quality Assurance Office	Steering Committee review
Semi-Annual	Academic Affairs / Human Resources / Technical Services / Logistics / Finance, as applicable	Office of the President / Sustainability Steering Committee	Program accomplishment reports; compliance summaries; stakeholder feedback; procurement records	Quality Assurance Office	Midyear sustainability review
Annual	All lead and supporting offices	Office of the President	Annual KPI results; consolidated ESG accomplishments; gaps; corrective actions; supporting records	Quality Assurance Office	Annual management review
Annual	Quality Assurance Office	President / Academic Council / relevant institutional bodies	Consolidated Sustainability Report	Quality Assurance Office	Executive review and approval
As needed	Concerned Office	Office of the President / Quality Assurance / Steering Committee	Incident reports; urgent compliance issues; audit findings; risk notices	Quality Assurance Office	Special review / corrective action process

ANNEX E - Related Institutional Policies and Crosswalk

This annex identifies the principal APC policies, systems, and institutional mechanisms that support implementation of the Sustainability Policy Framework and its pillars.

Related Institutional Policy / Requirement	Relevance to the Sustainability Framework	Related ESG Pillar
APC Energy Program Implementation Guide	Serves as a supporting implementing guide under the Environmental pillar for APC's energy management programs, EnMS implementation, SEU management, KPI tracking, DOE-aligned compliance, technical monitoring, and related coordination with broader environmental sustainability efforts	Environmental
Health and Safety Policies	Supports campus safety, occupational health, emergency preparedness, and well-being	Social / Governance
Procurement Policies	Supports responsible procurement, transparency, compliance, and sustainability-related purchasing considerations	Environmental / Governance
Finance and Audit Policies	Supports proper stewardship of funds, internal controls, accountability, and documentation	Governance
Student Welfare Policies	Supports student well-being, participation, inclusion, and support systems	Social
Human Resource Policies	Supports employee welfare, development, workplace conduct, inclusion, and accountability	Social / Governance
Quality Assurance Policies and Systems	Supports monitoring, documentation, review, evidence-building, and continual improvement	Governance
Accreditation Requirements	Supports institutional alignment with quality, continuity, governance, and sustainability-related standards	Governance / Social
Facilities and Building Operations Policies	Supports implementation of environmental and operational sustainability programs	Environmental
Relevant Institutional Committee Mechanisms	Supports cross-functional policy coordination, oversight, and review	Governance

This Institutional Sustainability Policy Framework shall be implemented in harmony with existing APC policies and institutional systems. The APC Energy Policy shall function as a supporting implementing policy under the Environmental pillar. Health and safety, student welfare, human resource, procurement, finance, audit, quality assurance, and related institutional policies shall likewise serve as operational and governance references in implementing the Social and Governance pillars of the Framework.

Where applicable, implementation shall also be aligned with accreditation expectations, quality assurance requirements, and institutional committee mechanisms that support cross-functional oversight, risk management, and continual improvement.