

## Sample Environmental Policy

**Company Name** is committed to managing environmental impact as an integral part of our operations. In particular, it is our policy to assure the environmental integrity of our processes and facilities at all times. We will do so by adhering to the following principles:

We will employ management systems and procedures specifically designed to minimize the use of hazardous materials, energy and other natural resources, to minimize the generation of waste, and to enable recycling and reuse of materials.

We will continually seek opportunities to improve our environmental performance by establishing objectives and targets, measuring progress, and reporting our results; including but not limited to energy, water, paper and fuel consumption and vehicle miles traveled.

We will promote participation and communicate our commitment to responsible environmental management by promoting environmental responsibility among our employees; by providing the necessary training and support to enable them to implement this policy; by informing suppliers of our environmental policy and encouraging them to adopt effective environmental management practices; and by soliciting input from our employees, suppliers, customers and board members in meeting our environmental goals.

The following measures will be taken by management and employees to reduce waste, prevent pollution, conserve water and energy:

1. Have focus – What do you want the policy statement to achieve? Is it to be a vision statement, or present core values and principles? Is it meant to provide inspired leadership, or legal protection so that when employees do something wrong the company can say that the employee or contractor ‘violated company policy’? Or is it to present a framework of procedures and responsibilities? It can do any of these, but should try to do only one. In addition, keep it to one page.
2. Have relevant content – If the policy’s content is not relevant to the company’s existing culture and operation, it might do more harm than good. Merely parroting the ISO requirements sends a clear signal that the focus of the policy is solely to meet the ISO requirement – not very inspiring.
3. Are signed and dated – The policy statement should be signed and dated by both the CEO and the highest level person in the company with ultimate line responsibility for environmental performance. Personal signatures demonstrate a personal commitment. If the names change, it should be resigned and dated by the new individuals as quickly as possible.
4. Are posted, reviewed and renewed – The policy statement should be posted on the company’s web site and at each facility, in a place where all employees and visitors can readily see it. The best location is in the entrance lobby next to the building’s receptionist. It should be reviewed every year or two to ensure current applicability and revised as appropriate.
5. Are audited for conformance – While companies and sites are frequently audited for conformance with regulatory and procedural requirements, few audit for conformance with their environmental policy. This is the ultimate in credible corporate governance because any deviations in conformance with the policy will be leading indicators of problems yet to come.
6. Have supporting documents and resources – These help employees understand and implement the policy, as well as cross-reference other relevant company documents and provide contact assistance