## ENVIRONMENT POLICY

[Organization Name] believes that our businesses are accountable for environmental stewardship and sustainable operations across all of our locations.

As such, we are committed to minimizing our environmental effects and continuously enhancing our environmental performance as a core component of our company strategy and operational processes. We recognize our responsibility to ensure that all of our workplace waste is properly disposed of.

This policy establishes the [Organization Name] strategy to waste management.

POLICY

[Organization Name] understands the critical nature of adhering to environmental and waste management laws and will commit to reducing, reusing, recycling, and recovering waste products.

[Organization Name] will contribute to the achievement of the following policy objectives:

* Completely adhere to the requirements of current environmental legislation and rules of conduct for pollution prevention.
* Reduce waste generation by reusing or recycling as much as feasible, especially paper and plastic products.
* Reduce energy and water use in our buildings, transportation, and operations in order to conserve supplies and reduce our reliance on non-renewable natural resources.
* Operate and maintain business vehicles in an environmentally responsible manner to the extent that is reasonably practicable, and promote the use of alternate modes of transport, including car-sharing where appropriate.
* Apply continuous improvement principles to our premises' air, water, noise, and light pollution and minimize any adverse effects of our operations on the environment and local community.
* Purchase products and services that cause the least amount of environmental damage possible, as much as is practicable.
* Conduct a preliminary assessment of the environmental effect of any business changes we propose to implement.
* Ascertain that all employees are aware of and supportive of our environmental policy.
* Investigate promptly any complaints alleging a violation of our environmental policy.
* Disseminate and make available this policy to the public, our clients, and stakeholders.
* Annually, in cooperation with personnel and stakeholders, update this environmental policy.

This policy covers all operations conducted by (or on behalf of) [Organization Name], including those conducted by its employees, partners, and clients.

Responsibilities

This Policy is administered by a number of individuals with the following responsibilities.

*Board of Directors*

The Board of Directors is ultimately responsible for environmental protection in the business environment. The following are their responsibilities:

* Demonstrate commitment to the environmental policy statement by endorsing it.
* Ensure that the policy is fully implemented.
* Ensure that the policy is reviewed and updated as necessary.
* Ascertain that appropriate resources are available to carry out the policy.
* Maintain an up-to-date management system for implementing the policy.
* Ensure that there are mechanisms in place to continuously improve environmental protection.
* Ensure that suitable provisions are made for the planning, organization, monitoring, and evaluation of environmental protection measures.

*Managers, Directors, Supervisors*

Managers, directors, and supervisors are accountable for the following:

* Ensuring that the policy requirements are rolled out completely.
* Ensuring copies of this policy are prominently posted in workplaces.
* Educating staff on policy, goals, and local environmental initiatives.
* Ensuring staff adheres to this policy.
* Conducting annual environmental reviews in their designated sites or departments and communicating results to the Board of Directors for prompt actions where necessary.
* Conducting investigations into situations in the workplace that may cause environmental harm.
* Maintaining complete and up-to-date environmental documentation.
* Ensuring that if reviews and/or changes to the present workplace environment occur, re-planning and re-organization will commence ensuring continuous improvement.
* Ensuring that environmental protection personnel have the necessary skills and training.

*All Employees*

All employees must adhere to the following:

* Procedures, instructions, and rules in this policy.
* Written or verbal directions that were given to them to minimize the possibility of environmental harm.
* Reporting any environmental issue, malfunction of any equipment spills into drains or any other situation that may result in environmental harm.
* Avoiding any action or improvisations of any kind that could result in environmental harm.
* Actively supporting facility activities for environmental stewardship.

This policy will be reviewed upon the implementation of material changes to [Organization Name] operations, the enactment of new legislation, or in reaction to changes in industry benchmarks, but no later than every three years.