

# Workplace Environmental Standards Policy

**Policy Number:** [Enter Number]

**Effective Date:** [Enter Date]

**Last Reviewed:** [Enter Date]

**Applies To:** All employees, contractors, and visitors

## 1. Purpose

This policy outlines the commitment of [Company Name] to maintaining environmentally responsible practices in the workplace, in accordance with applicable laws and regulations.

## 2. Scope

This policy applies to all operations, processes, and personnel within [Company Name] facilities.

## 3. Policy Statement

- Promote sustainable resource use and waste minimization.
- Prevent pollution and reduce emissions wherever possible.
- Comply with environmental laws and regulatory requirements.
- Encourage employee participation in environmental initiatives.

## 4. Roles and Responsibilities

Role	Responsibility
Management	Implement and review the policy; provide resources for compliance.
Employees	Follow environmental procedures and report concerns.
Environmental Officer	Monitor, report, and advise on environmental performance.

## 5. Key Standards

- Ensure efficient use of energy, water, and resources.
- Reduce waste by reusing and recycling materials whenever possible.
- Safely handle, store, and dispose of hazardous substances.
- Maintain indoor environmental quality standards (air, water, lighting).

## 6. Reporting Non-Compliance

All personnel must report any environmental incidents or non-compliance issues to their manager or the Environmental Officer immediately.

## 7. Policy Review

This policy will be reviewed annually and whenever there are significant changes to regulations or company

operations.

## **8. Approval**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_