

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

1. Ensure efficient use of energy, water, and resources.
2. Reduce waste by reusing and recycling materials whenever possible.
3. Safely handle, store, and dispose of hazardous substances.
4. 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: _____