

# Eco-Friendly Workplace Policy Template

## 1. Purpose

The purpose of this Eco-Friendly Workplace Policy is to outline our commitment to reducing the environmental impact of our operations and to promote sustainable practices among all employees.

## 2. Scope

This policy applies to all employees, contractors, and visitors at [Company Name] locations.

## 3. Policy Statement

[Company Name] is committed to minimizing its environmental footprint by implementing and continuously improving sustainable workplace practices.

## 4. Responsibilities

- Management is responsible for providing resources and support for eco-friendly initiatives.
- Employees are expected to follow sustainable practices as outlined in this policy.
- Facilities staff are to ensure compliance and report any issues or suggestions for improvement.

## 5. Key Practices

### 1. Energy Conservation:

- Turn off lights, electronics, and appliances when not in use.
- Use natural lighting whenever possible.

### 2. Waste Reduction:

- Reduce, reuse, and recycle materials wherever possible.
- Use digital documents instead of printing.

### 3. Resource Usage:

- Minimize water usage.
- Encourage carpooling, public transport, or cycling.

### 4. Purchasing:

- Purchase eco-friendly and recycled products.

## 6. Communication and Training

Employees will be informed about eco-friendly practices during onboarding and through regular updates.

## 7. Compliance and Review

Compliance with this policy is mandatory. The policy will be reviewed annually to ensure its effectiveness.

## 8. Policy Acceptance

By working at [Company Name], employees acknowledge and accept this Eco-Friendly Workplace Policy.

## 9. Contact

For questions or suggestions regarding this policy, contact [Designated Person/Department].