

Environmental Compliance Policy

Document Number: _____

Effective Date: _____

Last Review Date: _____

1. Purpose

This policy outlines the commitment of [Company Name] to comply with applicable environmental laws, regulations, and standards, and to promote environmental responsibility in all operations.

2. Scope

This policy applies to all employees, contractors, and operations of [Company Name].

3. Policy Statement

[Company Name] is committed to minimizing environmental impact through compliance with all relevant legislation and through continuous improvement of environmental management practices.

4. Responsibilities

- **Management:** Ensure implementation and monitoring of this policy.
- **Employees:** Adhere to this policy and report any environmental concerns.
- **Environmental Officer:** Oversee compliance efforts and training.

5. Key Principles

1. Compliance with all relevant environmental laws and regulations.
2. Commitment to pollution prevention and resource conservation.
3. Regular review and improvement of environmental performance.
4. Promotion of environmental awareness among staff and stakeholders.

6. Monitoring & Review

Environmental compliance shall be monitored regularly, and the policy will be reviewed annually or as required by changes in regulations.

7. Documentation

| Record | Responsible | Retention Period |
|--------------------|-----------------------|------------------|
| Compliance Reports | Environmental Officer | 5 Years |
| Training Records | HR Department | 3 Years |

8. Approval

| Name | Title | Signature | Date |
|-------|-------|-----------|-------|
| _____ | _____ | _____ | _____ |