

## An Environmental Policy [Template](#)

### Title

Last Reviewed : DD/MM/ YY

Next Review : DD/MM/ YY

It is important to keep reviewing the policy as the organization's needs change over time.

### Mission statement

What is the organization hoping to achieve with this document?

### Responsibility

Who is responsible for ensuring this policy is abided by? *Remember this is essentially a legal document!*

### Policy aims

What does the organization hope to do/ change? This could be laid out in bullet point form (see some examples below).

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

You may choose to separate the rest of the document into sections based on how the organization operates and what needs to change e.g. Paper, International Travel, Energy etc. *See some examples below for paper.* This section can be written in small paragraphs or in a bullet point format. The use of these sections helps to make the policy really clear and easy to follow.

### Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.

- We will reuse and recycle all paper where possible.

## Monitoring and improvement

How will you ensure that this policy is followed? What analysis needs to take place to monitor progress? What does the organization commit to? – some examples of this below.

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

Is there anything else to be included? Some organizations choose to incorporate a partnership section here and consider the ways that they can encourage other organizations to take a more green approach.

Signed

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Position

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Date

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Who will sign this document? This is normally someone with a prominent position in the company e.g. founder or perhaps environmental officer.