Guidance for Writing an Environmental Policy.

# Mission Statement:

A brief statement acknowledging the fact that the organisation has a responsibility to the environment and will as a minimum meet all legal and regulatory requirements whilst also conducting regular reviews of environmental performance. You may also wish to include the fact that you will encourage customers, suppliers and other stakeholders to do the same.

# Responsibility:

Here you can identify which member of the senior management team is responsible for ensuring the environmental policy is implemented, you may also like to document the fact that all employees have a responsibility to ensure that the aims and objectives of the policy are met.

# Policy Objectives:

Here is where you would document your intentions, examples could include:

* Comply with 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 provide adequate training.

In order to ensure that the policy is appropriate to the purpose and context of your organisation you may wish to expand on key processes within your organisation, one example of this may be:

* Energy and water.
	+ We will seek to reduce the amount of energy used wherever possible.
	+ Lights and electrical equipment will be switched off when not in use.
	+ When purchasing new products, energy consumption and efficiency will be taken into account. Other examples of key processes that may apply to your organisation and you may wish to include:
* Maintenance of rental equipment.
* Transportation of rental equipment.
* Company travel.
* Office supplies.
* General maintenance and cleaning.
* Waste.

# Culture:

Here you can document things such as staff involvement with the implementation of the policy, the frequency of reviews, staff training and utilising local service providers to reduce carbon footprint etc.

# Signature and Communication:

The policy should be signed by a member of the senior management team, dated and ideally have the date by which the next review must be completed. It should then be communicated within your organisation and be made available to interested parties.

**Please note: This information is for guidance purposes only and should be used in conjunction with the relevant legislation and standards.**