



ENVIRONMENTAL POLICY

An environmental policy is an organization's declaration of commitment to the environment. It should unify the environmental vision of all key stakeholders: employees, management, partners, shareholders, customers, and suppliers. It is one of the first steps to reducing an organization's environmental footprint. An environmental policy should be long-lasting, with specific consideration given to growth, expansion, and long-term goals. As the policy will represent the views and goals of the organization, it should be approved by senior management. When writing an environmental policy, keep it short and simple, and focus on commitments that are realistic, achievable, and relevant to the organization's activities and practices.

GETTING STARTED

The following is a list of suggested commitments or principles that may be considered for the organization's environmental policy statement:

- **Educate** staff on relevant environmental issues.
- **Reduce** waste.
- **Establish** a green procurement policy (see *Green Procurement Policy*).
- **Seek** a recycling service provider, if available, and establish an office recycling program (see *Office Recycling Programs*).
- **Minimize** use of water and energy.
- **Comply** with applicable provincial and federal environmental regulations, as well as worker safety legislation.
- **Minimize** impact of transportation: employee commuting, travelling for meetings and conferences.
- **Seek** environmentally friendly cleaning, washroom, and office supplies.
- **Minimize** use of hazardous and toxic substances found in the office.
- **Support** local environmental actions within the community.

“Employing sustainable best practices to limit the environmental impact of our organization has been identified as a core value of the St. John's International Airport Authority (SJIAA). We worked with our employees and airline partners to develop and implement an Environmental Policy and Environmental Management Program. This policy helps drive us to find new and innovative methods to ensure our operation has minimal environmental impact, and helps us strive to find further “green” technology.”

Phil O'Connell
Manager of Safety & Environment
St. John's International Airport Authority

➡ In a survey on career website *Monster.com*, college students were asked what they looked for in a prospective employer – 92% wanted to work for a green company.

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Once the policy is drafted, members of the Greener Future Team should prepare an action plan (*see Greener Future Team*) for the organization that will focus on putting the policy ideals into practice.

EDUCATING STAFF

Educate staff about the environmental policy, and ask all staff and management to commit to the policy. Consider having management date and sign the environmental policy, and post a copy in a central area within the organization. The environmental policy will improve employee morale by showing the organization's commitment to the environment. The policy will also enhance the organization's public image by demonstrating corporate social responsibility and the organization's commitment to reducing its impact on the environment.

SAMPLE ENVIRONMENTAL POLICY

_____ (*organization name*) recognizes environmental protection as one of our guiding principles and a key component of sound business performance. We are committed to providing a quality _____ (*product, service etc.*) in a manner that ensures a safe and healthy workplace for our employees and minimizes our impact on the environment. We will operate in compliance with relevant federal, provincial, and municipal environmental legislation, and we will strive to use environmental best practices in all we do. We will:

- **Incorporate** environmental concerns and impacts into all of our decision-making and activities;
- **Promote** environmental awareness among our employees and encourage them to work in an environmentally responsible manner;
- **Train, educate, and inform** our employees about environmental issues that may affect their work;
- **Reduce waste** by initiating recycling programs within the office – including the recycling of paper, cardboard, beverage containers, plastic containers, and other materials that are accepted by a recycling provider;
- **Purchase** environmentally responsible products that have been selected based on criteria including: toxicity, durability, use of recycled or re-furbished materials, reduced energy and/or water consumption, reduced packaging, and ability to be recycled, refilled or re-furbished at the end of its useful life;
- **Promote** efficient use of resources throughout our facility including water and energy;
- **Avoid** unnecessary use of hazardous materials and seek alternatives whenever feasible;
- **Regularly communicate** our environmental program to our clients, customers, and the public and encourage their support;
- **Strive** to continually improve our environmental performance by periodically reviewing our environmental policy in planning our current and future activities; and
- **Investigate** and initiate recycling programs and/or safe disposal options for materials such as e-waste and hazardous waste.

Signature _____

Date: _____

NOTE: SIGNATURE OF PERSON RESPONSIBLE FOR IMPLEMENTATION OF POLICY (E.G., CEO, PRESIDENT OR OWNER)



Companies that are considered leaders in environmental, social and governance policies are also leaders in stock performance... by an average of 25%!

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