



Environmental Responsibility Policy

Intent

Town of Thorsby maintains an environmental policy to promote and maintain environmentally responsible practices for the benefit of our employees, customers and the communities in which we operate. We will conduct and grow our business in a manner that respects the environment and strive to protect and conserve our world's natural resources.

Guidelines

Town of Thorsby is working towards continued improvement through the development of programs designed to address the environmental cost and impact of our activities, products and services. We will:

- Comply with applicable regulations and standards in the industry;
- Support pollution prevention and minimization programs in the workplace;
- Use materials and energy efficiently to conserve natural resources;
- Minimize the emissions that contribute to climate change;
- Cooperate and develop relationships with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment;
- Review environmental objectives and monitor performance, so that we can properly assess our strengths and weakness, and address them accordingly.

A Greener Workplace

At Town of Thorsby, we recognize that every action taken in the workplace can have an environmental impact. We will strive to create an eco-friendly workplace that will benefit our employees and the world around us. By implementing the following measures, we can increase our efficiency, save electricity, reduce waste and greenhouse gases, and fulfill our responsibilities to the environment.

Town of Thorsby in their commitment to the environment and the community as a whole will enforce eco-friendly procedures in their workplace which will require employees' complete support.

- Whenever possible, all documents shall be printed on both sides, using recycled paper. This will reduce our paper usage, conserve energy, and save waste.
- Hold paperless meetings by utilizing technologies such as 'go to meeting' and material display and review via projector instead of handouts.
- Partner with suppliers and companies that are environmentally friendly.
- Use an automated time reporting and paperless payroll system.
- Refill our printer cartridges, rather than purchase new ones.
- Diligently recycle all paper, cardboard, glass, tins, PCs, and recyclable plastics.
- Ensure that computers are turned off at the end of the day, and if not possible, turn off monitors as they consume the most energy.
- Turn off servers at the end of the work day and set them up for automatic turn on and off for necessary updates in the evening.
- Purchase energy efficient equipment.
- Turn off all lights when not in use.

- Use ceramic mugs, dishes, glasses, and metal flatware instead of their disposable counterparts.
- Use EPA energy star compliant office equipment by replacing antiquated equipment with energy star compliant equipment.
- Use hand dryers in restrooms, rather than paper towels.
- Make sure that the dishwasher is full before using it.
- Create a wireless office.
- Walk, use public transportation, or carpool for the daily commute to the office.
- Purchase environmentally friendly office supplies.
- Minimize the use of hazardous chemicals, and whenever possible, switch to greener alternatives.
- Use the green bins to compost food scraps.

These are simple actions that when employed on a regular basis, can create a huge impact, but it will take all employees together to make this happen.

****Remember to REDUCE, REUSE, AND RECYCLE!***

Expectations for Employees

- Help Town of Thorsby work towards a cleaner environment by steadfastly conserving resources in day to day activities.
- Report any misuse, or abuse of resources.
- Report any concerns about environmental impacts made by Town of Thorsby.
- Employ the environmental actions outlined in: A Greener Workplace.

Acknowledgement and Agreement

I, _____ (Employee Name),
 acknowledge that I have read and understand the Environmental Responsibility Policy of Town of Thorsby.

Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____