

Example 26

PROCEDURE FOR INTERNAL COMMUNICATIONS	Form 26 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>				
<p>Fort Anywhere Motor Pool EMS Procedure #12: Internal Communications Issue Date: March 10, 2000</p> <p><u>I. Purpose</u></p> <p>To provide a standard procedure to ensure effective and timely internal communications of EMS and environmentally-related information within the organization.</p> <p><u>II. Definitions</u></p> <p>External Interested Parties - company stakeholders such as the surrounding community, suppliers, customers, shareholders and environmental groups.</p> <p>Relevant Communications - those verbal or written inquiries deemed appropriate for response based on company policy and concern for confidentiality.</p> <p><u>III. Supporting Documents</u></p> <table border="0"><thead><tr><th data-bbox="168 999 456 1031"><u>Document Identification</u></th><th data-bbox="857 999 911 1031"><u>Title</u></th></tr></thead><tbody><tr><td data-bbox="168 1035 245 1066">(none)</td><td></td></tr></tbody></table> <p><u>IV. Procedure</u></p> <ol style="list-style-type: none"><li data-bbox="147 1146 1468 1209">1. The EMS Representative is responsible for communicating the roles and responsibilities for environmental management.<li data-bbox="147 1230 1451 1562">2. The EMS Representative is responsible for communicating the company's environmental policy and EMS procedures to company employees. Mechanisms that can be used for various types of communications include, but are not limited to:<ul style="list-style-type: none"><li data-bbox="245 1352 586 1383">• "all employee" meetings<li data-bbox="245 1388 634 1419">• area environmental meetings<li data-bbox="245 1423 570 1455">• workstation procedures<li data-bbox="245 1459 613 1491">• bulletin boards and posters<li data-bbox="245 1495 737 1526">• memorandum and employee letters or<li data-bbox="245 1530 423 1562">• newsletters<li data-bbox="147 1583 1468 1688">3. Employees who are involved with environmental impacts will maintain an open line of communication with the EMS Coordinator.. Employees are responsible for reporting environmental hazards and emergencies (including fires and spills) immediately upon discovery.<li data-bbox="147 1703 1382 1766">4. The EMS Coordinator will receive and respond to employee concerns which arise during day-to-day operations and other major issues brought to his/her attention.		<u>Document Identification</u>	<u>Title</u>	(none)	
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