

**Environmental Management System Procedure
Internal Communication Procedure**

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Internal Communication Procedure Control:

Version	Date	Author	Change Description
1	3-14-18	Jane Wilch	Updated Responsibility and Procedure
2	8-22-18	Jane Wilch	Updated to "Resource Management"
3	8-28-18	Jane Wilch	4.3.4 and 4.3.5 revised into one.

Note: The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Resource Management Division and any of its employees.

The Resource Management Division at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

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1 POLICY

Educate Resource Management employees on environmental health & safety policies and motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through landfill policies, regulations, training and interactive dialogue.

2 PURPOSE

This procedure describes the methods in which Resource Management communicates the Environmental Management System (EMS) program to their employees.

3 SCOPE

This procedure applies to all CIC Resource Management employees when engaged in work activities within the fenceline.

4 RESPONSIBILITY

4.1 EMS Core Team is responsible for:

- 4.1.1 Reviewing and responding to internal EMS inquires with landfill-wide impact.
- 4.1.2 Developing and implementing communication ideas and efforts.
- 4.1.3 Notifying the EMR of any change in processes or activities which may alter the EMS developed at their facility and updating the EMS accordingly. To accomplish this any operational changes will be brought to the EMS Core Team by the Resource Management Superintendent and Asst. Landfill Superintendent for discussion. If warranted, the EMR will make the necessary changes in the EMS folder.

4.2 Supervisors are responsible for supporting the EMS.

4.3 Environmental Management Representative (EMR) is responsible for:

- 4.3.1 Delivering EMS training and EMS communication tools.
- 4.3.2 Reviewing and responding to internal EMS inquires.
- 4.3.3 Developing communication ideas.
- 4.3.4 Provide periodic EMS updates and “refresher” presentations to Resource Management staff to inform new staff and existing staff of program.

5 PROCEDURE

5.1 Resource Management recognizes the importance of communicating the EMS and its benefits internally to staff members. The Core Team has identified the following internal EMS awareness and education components as internal communication elements:

- EMS Logo, ‘RESPECT’
- Periodic EMS updates via posters in key landfill locations (meeting space, break room, rest rooms)

- Periodic Environmental Updates via fliers, e -mails, posters, banners, toolbox talks or staff meetings
- Educational campaigns to engage CIC employees on different EMS components such as food waste and hazardous material