**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Drafted your energy policy statement.**
2. **Had top management approve the energy policy.**
3. **Incorporated the energy policy into your EnMS awareness program.**
4. Draft your energy policy statement

Energy policy includes commitments to the following:

|  |  |  |
| --- | --- | --- |
|  | Achieving continual improvement in energy performance | Click here to enter text. |
|  | Ensuring the information and resources needed to meet energy  objectives and targets are available | Click here to enter text. |
|  | Complying with applicable legal requirements and other  energy-related requirements | Click here to enter text. |
|  | Purchasing of energy-efficient products and services | Click here to enter text. |
|  | Having energy performance improvement in design activities | Click here to enter text. |

Our energy policy is:

|  |
| --- |
| Our energy team will be resourced to ensure compliance with energy-related regulations and requirements, promote efficient procurement of products and services, and integrate efficient energy performance into design activities, in coordination with our site’s mission to be resilient. Our energy team will ensure continual energy performance improvement based on Department of Energy’s best practices outlined in the 50001 Ready program. |

Energy Policy Completion

|  |  |  |
| --- | --- | --- |
|  | Energy policy has been completed | Click here to enter text. |
|  | Date completed | Click here to enter a date. |

1. Have top management approve the energy policy

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | Click here to enter a date. |
|  | Who approved: | Click here to enter text. |

1. Incorporate the energy policy into your EnMS awareness program

Incorporated into EnMS awareness program

|  |  |  |
| --- | --- | --- |
|  | Date incorporated: | Click here to enter a date. |
|  | How incorporated: | We include our energy policy in our new-hire onboarding documentation, and include training for any positions that work on energy-using appliances in their regular tasks on how to work effectively and energy-efficiently. Our policy is also visible alongside our facility mission on our home page. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | Click here to enter a date. |
|  | Who approved: | Click here to enter text. |

Comments

Click here to enter text.