**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.**

**This document is an example of how to complete Playbook Task 5. All blue text should be replaced with your organization’s information, assessments, and/or decisions.**

1. Draft your energy policy statement

Energy policy includes commitments to the following:

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

Our energy policy is:

|  |
| --- |
| We take responsibility for further improvements in energy efficiency, energy costs, and water conservation in partnership with our staff, clients, tenants, owners, and the communities we serve.  We are committed to:   * Reduce overall energy consumption by 20% by the calendar year 2028, with a focus on continual improvement in energy performance. * Procure and utilize energy-efficient equipment and systems. Procure services and software that aid in the energy-efficient design and operation. * Providing the Engineering Team with the proper information, training, tools, and resources to reduce costs, energy, and water use. * Uphold legal and other related requirements and guidelines. * Ensure continual improvement of the EnMS itself. |

Energy Policy Completion

|  |  |  |
| --- | --- | --- |
| ☒ | Energy policy has been completed | Yes, developed by the Energy Team. |
| ☒ | Date completed | 4/6/23 |

1. Have top management approve the energy policy

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 4/12/23 |
| ☒ | Who approved: | General Manager |

1. Incorporate the energy policy into your EnMS awareness program

Incorporated into EnMS awareness program

|  |  |  |
| --- | --- | --- |
| ☒ | Date incorporated: | 4/15/23 |
| ☒ | How incorporated: | Distribution of the Energy Policy to all staff via site-wide announcement, along with department-level training for IT and facility operations |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 4/15/23 |
| ☒ | Who approved: | General Manager |

Comments

Click here to enter text.