**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 | 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, water conservation, and carbon reduction 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, and carbon emissions.
* 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.