This document is Policy and Procedures Template.

It is part of the supporting assessment resources for Assessment Task 2 of BSBSUS501.

**Grow Management Consultants**

**Sustainability Policy and Procedures**

**Purpose statement**

*To save energy, to reuse and recycled the resources, minimising the use of transportation.*

**Scope of the policy**

*Explain who the policy applies to.*

*Policies applies to all the staff member of the management consultant.*

**Policy principles**

*Outline overarching policy principles, for example, organisational commitment and compliance with legislation.*

*Promote environmental awareness throughout all company.*

*Regularly review of business practice.*

*Provide different training related to sustainable development.*

*Dispose of waste in proper place.*

**Procedures**

*Procedures will contain enough detail to enable action so the procedure is supported and applied. If there are consequences relating to not following a procedure, these must be stated clearly in this section.*

*Roles and responsibilities should be documented.*

*The following table should be used. Numbering should be used.*

|  |  |
| --- | --- |
| Procedure title | Responsibility |
| * *Sub points (bullet points)* |  |
| Organisational commitment | Promote environmental awareness |
| Compliance with legislation | Regularly review of business practice |
| Educate the staff member. | Turn off the light when its not on use. |