**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:

|  |
| --- |
| At our hotel we embrace our responsibility as an environmental steward and champion sustainable practices in partnership between our staff, guests, owners, and the communities we serve.  We are committed to:   * Reduce overall energy consumption by 25% by the calendar year 2030, with a focus on continual improvement in energy performance monitored on an annual basis * Effectively procure and utilize energy-efficient products and services in purchasing and design activities * Drive energy management and carbon reduction goals by providing the Green Team with the proper information, tools, and resources to reduce energy, water, and waste streams, while measuring the impacts of these efforts * Uphold legal and other requirements that guide reductions in energy use * Continue to educate all our staff on how to conserve resources and reduce our carbon footprint |

Energy Policy Completion

|  |  |  |
| --- | --- | --- |
| ☒ | Energy policy has been completed | Developed by the Green Team |
| ☒ | Date completed | 4/30/21 |

1. Have top management approve the energy policy

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☒ | Date approved: | 5/15/21 |
| ☒ | Who approved: | General Manager |

1. Incorporate the energy policy into your EnMS awareness program

Incorporated into EnMS awareness program

|  |  |  |
| --- | --- | --- |
| ☒ | Date incorporated: | 6/3/21 |
| ☒ | How incorporated: | Distribution of energy policy to all staff via site-wide announcement along with department-level trainings for Engineering and Housekeeping operations |

Top Management Approval

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

Comments

Click here to enter text.