

Process Document: Environmental Management System - Communications



Proprietary & Confidential

Date: 8/27/18

Rev. Level: 3.0

Document Number:

EMS-PD-0006

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1. **Purpose:** The purpose of this process is to define internal communications between the various levels and functions of the organization and external communications with interested parties in order to improve awareness of its environmental aspects and Environmental Management System (EMS).
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
 - 3.1. **A management representative will communicate information relative to the EMS to affected Spartan employees through:**
 - 3.1.1. Meetings related to objectives and targets;
 - 3.1.2. Posting of the Policy Statement;
 - 3.1.3. Posting of EMS manual on the Sparnet SBS site; and
 - 3.1.4. Employee training by use of classroom instruction, PowerPoint, video or speakers.
 - 3.2. **All EMS requirements will be communicated to all affected employees or persons performing work on behalf of Spartan by a management representative or Environmental Health and Safety (EHS).**
 - 3.3. **As appropriate, Spartan will implement and maintain security measures to prevent unauthorized disclosure of EMS information (including audits and reviews) and documentation.**
 - 3.4. **All employees will refer internal and external inquiries to EHS.**
 - 3.5. **All external requests for information related to the environmental aspects or EMS will be referred to top management.**
 - 3.6. **A top management representative shall consider a process for communicating its significant aspects to external parties and record this decision.**
4. **Definitions:** N/A

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5. Related Documents:

- 5.1. [EMS-PD-0008 Environmental Management System - Operational Controls](#)
- 5.2. [EMS-PD-0009 Environmental Management System - Emergency Response Procedure](#)
- 5.3. [Environmental Policy \(in EMS Manual\)](#)

6. Records: N/A

7. Process Flow: N/A

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