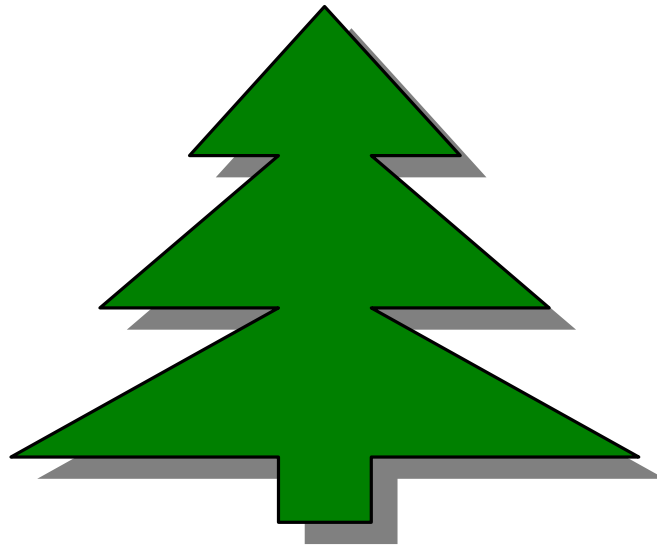




***ECO TOY COMPANY***  
***DOCUMENTS AND RECORDS***





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<b><u>SECTION</u></b>	<b><u>Clause</u></b>	<b><u>ISO 14001:2004 REQUIREMENTS</u></b>
1	4.1	General Requirements
2	4.2	Environmental Policy
	--	EMS Master document listing
3	4.3	Planning
4	4.4	Implementation and Operation
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6	4.6	Management Review



## **B. ECO TOY COMPANY - ENVIRONMENTAL POLICY**

### **ENVIRONMENTAL POLICY**

- ECO TOY COMPANY Environmental Policy is to protect, utilize, and manage our natural resources in order to prevent pollution and to continually improve the air we breathe, the water we drink, and the earth we inhabit.

### **ENVIRONMENTAL OBJECTIVE**

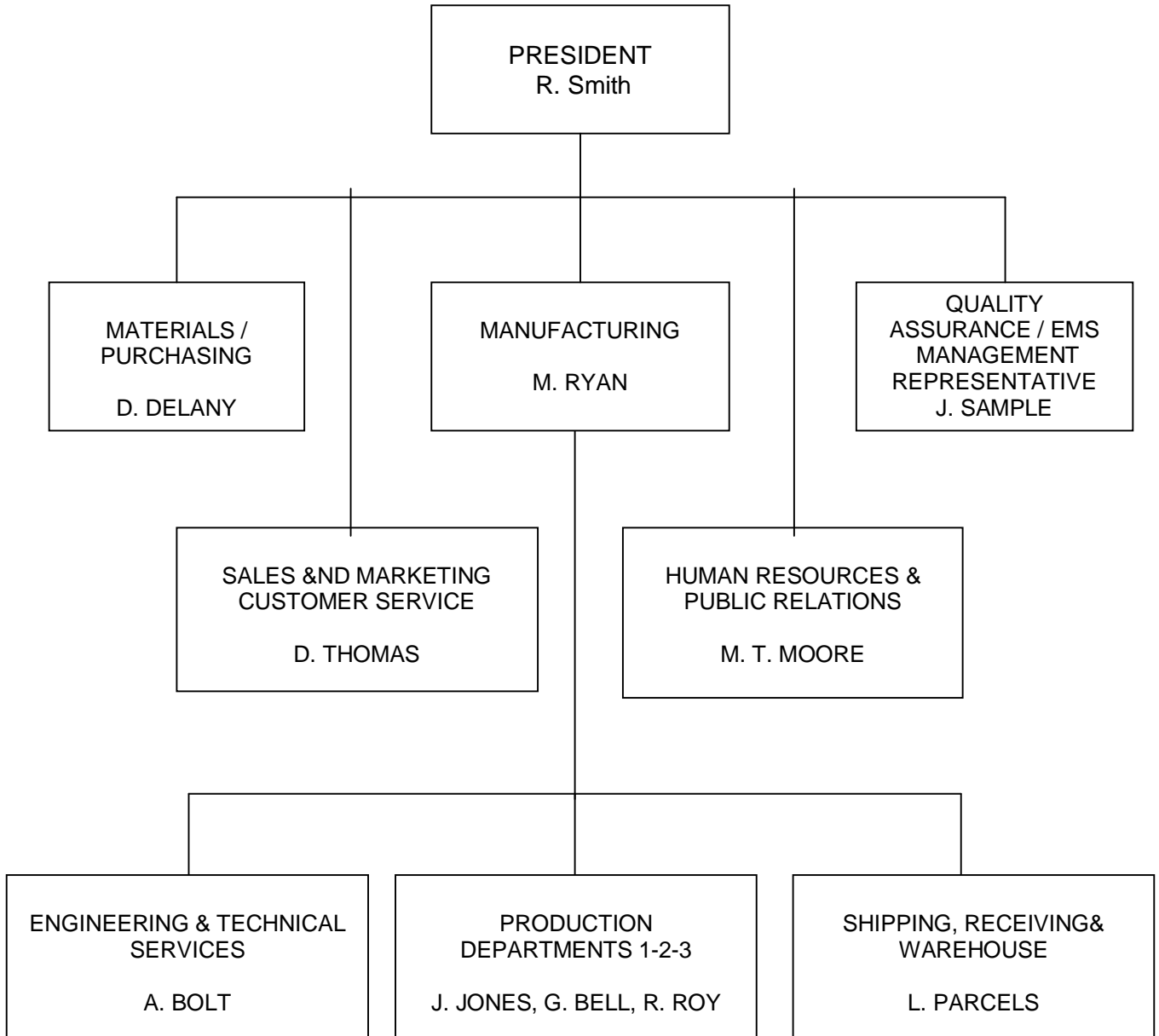
- By continually improving the Environmental Management System, ECO TOY COMPANY is committed to satisfying any interested party with excellence in environmental performance that comply consistently with current legislation and regulations, at the best possible cost and delivered on a timely basis.

### **CORPORATE MISSION**

- The mission of ECO TOY COMPANY is to be a low-cost, profitable, provider of toy systems for children of all ages. We support the conversion of natural resources into competitive and innovative quality products for customers while protecting the environment and creating a positive long-term social, cultural, and economic benefit for the region and its people, employees, customers, suppliers and stakeholders.
- ECO TOY COMPANY shares with the community, important responsibilities toward the environment in which we live and work. We support the responsible stewardship of resources, including air, land, and water. Responsible stewardship, combined with a continual improvement process, makes possible sustained economic development and an improved quality of life.
- We believe that **“IT IS EVERYONE’S JOB TO PROTECT THE ENVIRONMENT”**



**B. ORGANIZATION CHART for ECO TOY COMPANY**





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## EMS-2 ENVIRONMENTAL POLICY

- 1.0 The environmental policy is defined within the scope of the EMS. The environmental policy as paraphrased from the corporate mission section of this Policy Manual is:  
ECO TOY COMPANY Environmental Policy is to protect, utilize, and manage our natural resources in order to prevent pollution and to continually improve the air we breathe, the water we drink, and the earth we inhabit.
- 2.0 The environmental objective as paraphrased from the corporate mission section of this Policy Manual is:  
ECO TOY COMPANY is committed to satisfying any interested party with excellence in environmental performance that comply consistently with current legislation and regulations, at the best possible cost and delivered on a timely basis.
- 3.0 The President is responsible for the approval of this EMS-2 section. The President is responsible to ensure that the Environmental Policy provides the framework for managing the needs of any interested party and stakeholder. The Environmental Policy and Objectives are communicated to all persons working for or on behalf of the company.
- 4.0 The Corporate Mission is an integral part of the Environmental Policy and Objectives. The paragraph below is established and maintained to provide guidelines for formulating and approving the corporate mission. The Corporate Mission is shown in the introduction section of this manual.
- 5.0 ECO TOY COMPANY executive management demonstrates environmental leadership through consideration and commitment to the following:
  - Conduct business in a responsible manner, designed to protect the environment and to protect the health and safety of our employees, our customers, and the public.
  - Assess, plan, construct, and operate facilities in compliance with all applicable legislation, regulations, and to all industrial codes of practice or programs to which the company subscribes.
  - Set environmental objectives and targets to continually improve environmental performance and provide the management commitment and resources necessary to achieve the stated objectives.
  - Encourage and support research and development to improve the ability to protect the environment and maintain public health and safety and strive for the virtual elimination of any persistent toxic emissions from our operations.
  - Manage and protect natural resources to ensure sustained yield in a manner consistent with all applicable regulations. Beyond, or in the absence or regulatory requirements, maintain and protect wildlife habitat and eco-systems.

**EMS Master Document List**

This section of the Environmental Management System Manual approved by: R. Smith on December 22, 2008 provides the responsibility, approval date, and revision status for the documents. A latest copy of each Procedure and Instruction is included in the manual. The designations MSP = Management System Procedures and WI = Work Instructions.

EMS Document	Description	Responsibility	Approve date	Revise date	Revise date
EMS-Intro	EMS-1 ENVIRONMENTAL MANAGEMENT SYSTEM EMS-2 ENVIRONMENTAL POLICY	President			
--	EMS-3 PLANNING	----	----	-----	-----
MSP-431	Environmental aspects	EMS management rep			
MSP-432	Legal and other requirements	EMS management rep			
MSP-433	Objectives and targets	EMS management rep			
MSP-434	Environmental programs	EMS management rep			
WI-EP-1	Water reuse program	Tech services manager			
WI-EP-2	Air emissions program	Tech services manager			
WI-EP-3	Waste disposal program	Manufacturing manager			
--	EMS-4 IMPLEMENTATION AND OPERATION	----	----	-----	-----
MSP-441	Resources, roles, responsibility & authority	Human Resources Manager			
MSP-442	Competence, training and awareness	Human Resources Manager			
MSP-443	Communication	Human Resources Manager			
MSP-443-1	Public response	EMS management rep			
MSP-444	Documentation	EMS management rep			
MSP-445	Control of documents	EMS management rep			
MSP-446	Operational control	Manufacturing manager			

**“IT IS EVERYONE’S JOB TO PROTECT THE ENVIRONMENT”**



**JOB INTERVIEW EVALUATION WORKSHEET**

**INSTRUCTIONS:**

Using a scale of 1 to 10, (where 1 is the lowest score and 10 is the highest score), evaluate personnel skills by indicating a score for each of the job attributes listed.

A total score is used to provide the results of the evaluation and to assist in the selection of the best possible candidate.

- A. Education
- B. Experience
- C. Communications Skills
- D. Appearance
- E. Interest
- F. Promptness
- G. Alertness
- H. Attitude
- I. Personality
- J. Company research

POSITION EVALUATED: Sales Representative							DATE: January 6, 2009				
NAME OF PERSONNEL	A	B	C	D	E	F	G	H	I	J	TOTAL POINTS
Mike Anderson	8	9	10	8	9	10	9	9	9	7	88
Pete Johnson	7	10	9	9	8	9	9	8	8	7	84
Mary Martin	9	10	10	9	9	10	10	9	9	8	93
Sandra Hale	9	9	9	8	8	9	9	9	8	9	87

**COMMENTS:**

The job interview evaluation indicate that of the four candidates interviewed for the position of Sales Representative, Mary Martin is best suited for our current needs and is recommended for employment.

.....  
.....

Evaluation by: M.T. Moore, HR Manager

Form #442-2



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## MANAGEMENT SYSTEM PROCEDURE

### MSP 453 NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

#### 453.1 Purpose

- 1.1 The purpose of this procedure is to establish, implement and maintain a system to identify and prevent incidents resulting in environmental nonconformities at [ECO TOYS COMPANY](#).
- 1.2 To provide for a method for correcting nonconformities and taking actions to mitigate their environmental impacts at [ECO TOYS COMPANY](#).
- 1.3 To provide for a method for investigating nonconformities, determining their causes, and taking actions to avoid their recurrence, evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence.
- 1.4 To provide for a method for recording the results of corrective and preventive actions taken and reviewing the effectiveness of the actions taken.

#### 453.2 Scope

- 2.1 Nonconformity is defined as non-fulfillment of a requirement and includes the incidents of complaints from the public, reportable spills, environmental alerts, emergency events, and failures to comply with environmental management policy or procedure.
- 2.1 This procedure does not cover errors or omissions in policies or procedures. This is addressed in the procedure for control of documents.

#### 453.3 Responsibility

- 3.1 Through the activities described in this procedure and with support from the Management Team the [EMS management rep](#) is responsible to coordinate the activities associated with environmental non-conformance and corrective & preventive action.
- 3.2 The supporting roles and responsibilities of personnel involved in environmental alerts and legal compliance are further detailed in this instruction and in reference procedures listed at paragraph 7 below.

#### 453.4 Procedure – Reporting Nonconformity

- 4.1 All employees have the basic responsibility to report incidents of nonconformity with legal and other requirements and company standards including:
  - Complaints from the public
  - Reportable spills
  - Environmental alerts
  - Emergency events
  - Nonconformity with the EMS
- 4.2 All incidents of non-conformance are reported on the environmental nonconformance report (ENCR), form #453-1 where the following is detailed:



**MEETING AGENDA - MANAGEMENT REVIEW**

**DATE : Feb 6, 2009      VENUE: Main Conference Room      TIME :8:30 am  
COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS**

- 1. Results of internal audits and evaluations of compliance with legal and other requirements**
- 2. Communication from external interested parties including complaints**
- 3. The environmental performance of the organization**
- 4. The extent to which objectives and targets have been met**
- 5. The status of preventive and corrective actions**
- 6. Follow-up actions from previous management reviews**
- 7. Changing circumstances including developments in legal and other requirements**
- 8. Recommendations for improvement**
- 9. Overall ISO 14001:2004 Implementation Project timing**
- 10. Review of the ETC Environmental Policy**
- 11. \_\_\_\_\_**

	<b>PARTICIPANTS</b>	<b>INITIALS</b>	<b>DATE</b>
1.	R. Smith	RS	2-6-09
2.	R. Ryan	RR	2-6-09
3.	D. Delany	DD	2-6-09
4.	D. Thomas	DT	2-6-09
5.	A. Bolt	AD	2-6-09
6.	M. T. Moore	MTM	2-6-09
7.	J. Sample	JS	2-6-09
8.	_____	_____	_____

PREPARED BY: J Sample, EMS Rep

Date: January 27, 2009

APPROVED: R. Smith President

Date: January 28, 2009