


## Process Document: Environmental Management System - Legal and Other Requirements

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1. **Purpose:** The purpose of this process is to establish and maintain procedures to identify and have access to legal and other requirements to which the organization may subscribe that are applicable to the environmental aspects of its activities, products or services in order to maintain compliance with these requirements.
2. **Scope:** This instruction applies to all of The Shyft Group, Inc.
3. **Procedure/Instruction:**
  - 3.1. The Shyft Group, Inc. operates all facilities under the terms and conditions set forth by all state and regulatory agencies.
  - 3.2. The Shyft Group, Inc. will communicate all legal and regulatory requirements to affected organization personnel or those acting on its behalf (i.e. those who function as de facto employees). Information about applicable legal requirements shall be used to plan, develop, and implement ongoing routine evaluation of compliance, consistent with the EMS manual, to ensure that the organization's activities conform to those requirements.
  - 3.3. Environmental, Health & Safety (EHS) will identify and obtain information about changes and proposed changes in legal requirements, and incorporate those changes into the EMS.
  - 3.4. EHS will communicate with regulatory agencies regarding environmental legal requirements and regulatory compliance as needed.
  - 3.5. To stay up-to-date on changes in permitting and regulations, EHS reviews federal and state regulatory changes annually. EHS will maintain the listing of environmental related regulatory and other requirements per Standard/Reference: Regulatory Requirements. Record-keeping requirements will be maintained using the Record Retention Matrix.
  - 3.6. EHS is responsible for handling issues related to permitting, reporting and inspection requirements.
  - 3.7. Any inquiries regarding regulatory or permit requirements should be directed to EHS. Environmental requirements are kept on file and may be reviewed upon request.
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. [EHS-SR-0019 Standard/Reference: Regulatory Requirements](#)
  - 5.2. [REC-SR-0003 Record Retention Matrix](#)
6. **Records:** N/A
7. **Process Flow:** N/A

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