


Process Document: Environmental Management System - Communications

 SHYFT GROUP Proprietary & Confidential	Date: 10/21/19	Document Number: EHS-PD-0034
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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 The Shyft Group, Inc.
3. **Procedure/Instruction:**
 - 3.1. A management representative will communicate information relative to the EMS to affected Shyft Group, Inc. 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. Relevant EMS requirements will be communicated to all affected employees or persons performing work on behalf of The Shyft Group, Inc. by a management representative or Environmental Health and Safety (EHS).
 - 3.3. As appropriate, The Shyft Group, Inc. will implement and maintain security measures to prevent unauthorized disclosure of EMS information (including audits and reviews) and documentation.
 - 3.4. All employees will defer inquires to;
 - 3.4.1. internal inquiries - EHS
 - 3.4.2. external inquiries - Director of Marketing
4. **Definitions:** N/A
5. **Related Documents:** MKT-PO-0002 Spartan Motor Media Relation Policy
6. **Records:** N/A
7. **Process Flow:** N/A

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