


Process Document: Environmental Management System - Community Outreach

	Date: 8/27/18	Document Number: EHS-PD-0038
	Rev. Level: 3.0 draft sjl	Page 1 of 1

1. **Purpose:** The purpose of this process is to establish a community outreach program for ongoing community education in the environmental aspects of the organization's operations and general environmental awareness.
2. **Scope:** This instruction applies to all of The Shyft Group, Inc.
3. **Procedure/Instruction:**
 - 3.1. The Shyft Group, Inc. provides community outreach opportunities to a local Community College; Lansing Community College (LCC) by providing annual facility tours for the Process Engineering Students.
 - 3.2. The students come prepared with a list of questions that they must research for their class. The Shyft Group, Inc. begins by discussing company history and what products The Shyft Group, Inc. produces. Topics related to the processes of building a chassis, materials utilized, man hours, and how long it takes for the product from start of the assembly line to the finish are discussed.
 - 3.3. The Shyft Group, Inc. also discusses topics of recycling efforts for used engine fluids, batteries, wooden shipping pallets, cardboard, and scrap metals such as aluminum and steel.
 - 3.3.1. The Shyft Group, Inc. discusses energy saving projects it has participated in over the years to reduce its environmental footprint.
 - 3.3.1.1. Examples include converting from metal halide light fixtures to T5 fluorescent fixtures throughout The Shyft Group, Inc. buildings and installation of programmable thermostats in all offices, lunchrooms, and conference rooms (most with zone control modules).
4. **Definitions:** N/A
5. **Related Documents:**
 - 5.1. [Environmental Policy \(in EMS Manual\)](#)
6. **Records:** N/A
7. **Process Flow:** N/A

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