CLEANING 365 SERVICES INC.

Environmental Policy

Committed to Clean Spaces and a Cleaner Planet

Policy Title:	Environmental Policy
Document Number:	C365-ENV-001
Effective Date:	June 2026
Review Date:	June 2027
Approved By:	Sana Salman, President & CEO
Applies To:	All Cleaning 365 employees, contractors, and on-site staff across all service locations

1. Purpose

Cleaning 365 Services Inc. is committed to conducting its operations in an environmentally responsible manner. We recognize that our work — spanning commercial cleaning, facility maintenance, and security services across the Greater Toronto Area — has a direct impact on the communities, buildings, and natural environments we serve.

This policy establishes our commitment to minimizing that environmental impact by reducing waste, conserving resources, using safer products, and ensuring our team operates with environmental awareness at every level of our work.

2. Scope

This policy applies to:

- All full-time, part-time, and temporary employees
- Subcontractors and on-site staff working under Cleaning 365 contracts
- All service locations including commercial, institutional, industrial, and residential sites
- All internal operations including procurement, chemical management, waste disposal, and fleet use

3. Our Environmental Commitments

Cleaning 365 Services Inc. commits to the following environmental priorities:

3.1 Green Cleaning Products & Chemical Management	
✓	Prioritize the use of environmentally certified or low-toxicity cleaning products wherever available and practical
✓	Follow proper dilution ratios to minimize product waste and reduce chemical load on surfaces and drains
✓	Ensure all chemicals are stored, handled, and disposed of in accordance with Safety Data Sheets (SDS) and applicable environmental regulations

✓	Eliminate or phase out products containing harmful VOCs, harsh solvents, or ozone-depleting substances where alternatives exist
✓	Maintain accurate chemical inventories to prevent over-ordering and product expiry waste

3.2 Waste Reduction & Responsible Disposal	
✓	Reduce unnecessary use of single-use plastics and disposable supplies where reusable alternatives are available
✓	Separate waste streams correctly on-site: general waste, recyclables, hazardous/biohazard waste, and sharps
✓	Use approved biohazard and medical waste disposal services in compliance with Ontario regulations
✓	Encourage clients to support on-site recycling and waste diversion programs
✓	Minimize paper use internally through digital reporting, electronic forms, and digital communication

3.3 Water & Energy Conservation	
✓	Train staff to use water efficiently — avoid leaving taps running unnecessarily during cleaning tasks
✓	Use microfibre cloths and mops where possible, which require significantly less water and chemical product than traditional methods
✓	Turn off lights, equipment, and HVAC systems in areas being cleaned when appropriate and permitted by the client
✓	Encourage the use of energy-efficient equipment when procuring new cleaning tools and machinery

3.4 Sustainable Procurement	
✓	Give preference to suppliers and products that carry recognized environmental certifications (e.g., EcoLogo, Green Seal, EPA Safer Choice)
✓	Evaluate environmental performance as part of our supplier and product selection criteria
✓	Purchase products in concentrated forms where feasible to reduce packaging waste and transportation emissions
✓	Source locally where practical to minimize the carbon footprint associated with supply chain logistics

3.5 Fleet & Transportation	
✓	Plan service routes efficiently to minimize unnecessary vehicle travel and fuel consumption
✓	Ensure company vehicles are maintained regularly to maximize fuel efficiency and minimize emissions
✓	Encourage staff to combine trips and coordinate schedules to reduce the number of individual vehicle trips to sites

✓	Consider low-emission vehicle options when replacing fleet vehicles in the future

4. Training & Awareness

Environmental responsibility is a shared obligation. Cleaning 365 will:

- Include environmental awareness as part of all new hire orientation and onboarding
- Train employees on proper chemical handling, waste segregation, and resource conservation practices
- Communicate this policy to all staff and ensure it is accessible at all service locations
- Recognize and encourage staff who demonstrate strong environmental practices in their daily work

5. Compliance & Legal Obligations

Cleaning 365 Services Inc. is committed to complying with all applicable federal, provincial, and municipal environmental legislation, including but not limited to:

- Ontario Environmental Protection Act (EPA)
- Ontario Water Resources Act
- Workplace Hazardous Materials Information System (WHMIS) regulations
- Ontario Regulation 347 — General Waste Management
- Any site-specific environmental requirements set out in client contracts

Where client contracts impose additional or stricter environmental standards, those requirements will be followed and communicated clearly to our on-site team.

6. Responsibilities

Role & Responsibilities	
President & CEO	Approve and champion this policy; ensure resources are allocated to support environmental goals; conduct annual review of policy effectiveness
Operations Manager	Implement and communicate this policy across all sites; oversee procurement of environmentally preferred products; track and address environmental incidents
Site Supervisors / Team Leads	Ensure staff follow environmental procedures on-site; conduct regular checks on waste disposal, chemical use, and resource conservation; report concerns to management
All Employees	Follow this policy in day-to-day work; use resources responsibly; report any environmental hazards or non-compliance to their supervisor
Subcontractors	Comply with this policy when working on behalf of Cleaning 365; adhere to all applicable environmental regulations

7. Reporting Environmental Concerns

Any employee who observes an environmental hazard, spill, improper disposal, or violation of this policy is expected to:

- Report the concern immediately to their Site Supervisor or Operations Manager
- Assist in containing any spill or hazard where it is safe to do so, using appropriate PPE
- Complete an incident report if required

Cleaning 365 will not tolerate retaliation against any employee who raises an environmental concern in good faith.

8. Continuous Improvement

Cleaning 365 Services Inc. views environmental stewardship as an ongoing commitment, not a one-time obligation. We will:

- Review this policy annually and update it to reflect changes in legislation, best practices, or company operations
- Set measurable environmental targets where feasible and track our progress
- Seek feedback from employees, clients, and stakeholders to identify opportunities to further reduce our environmental footprint
- Stay informed of developments in green cleaning practices and emerging environmental standards within the facility services industry

9. Policy Acknowledgement & Approval

This Environmental Policy has been reviewed and approved by the leadership of Cleaning 365 Services Inc. and is effective as of the date indicated below. All employees are required to read, understand, and adhere to this policy as a condition of their employment.

Approved By (Print)	Signature	Date
Sana Salman		
Title: President & CEO	**Next Review Date:** June 2027	**Version:** 1.0