



Bendix Commercial Vehicle Systems LLC		
Elyria, Ohio		
POLICY TITLE: Bendix Sustainable Food Service Policy	DEPARTMENT:	HSE
	PLM Team:	EAX4
	Policy Number:	Y353888
	REVISION:	1
	ISSUE DATE:	9/10/2019
Guideline Owner: M. Gutierrez	PAGE:	1 of 7
	KE CVS Next Level Process: Secure Health, Safety & Environment	KE CVS next level #
		TLE-50-10

Cover Sheet

DISTRIBUTION / PLM Scope:

(LIST THE APPROPRIATE DEPARTMENTS/PLANT LOCATIONS THAT WILL BE RECEIVING THIS POLICY.)

PLM Scope:

- Group Bendix All Locations
- Group Bendix (excludes distribution centers)
- CoC (applies to all functions within a CoC): _____ (list which CoC)
- Local (applies to a specific location): _____ (list which location)
- Multi-Local (applies to more than 1 location, but not all)

If "multi-local" is checked, double click the box and check the additional locations as is applicable below. Otherwise, delete the section.

<input type="checkbox"/> Acuña	<input type="checkbox"/> Bowling Green	<input type="checkbox"/> Elyria	<input type="checkbox"/> Huntington	<input type="checkbox"/> Kalamazoo
<input type="checkbox"/> N. Aurora	<input type="checkbox"/> Richmond, BC	<input type="checkbox"/> Mexico City	<input type="checkbox"/> Montreal	<input type="checkbox"/> Sparks

Please select the functional area(s) to which this instruction is applicable:

<input checked="" type="checkbox"/> All Departments				
<input type="checkbox"/> AME	<input type="checkbox"/> Business Development.	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Product Change	<input type="checkbox"/> Sales / Marketing
<input type="checkbox"/> HS&E	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input type="checkbox"/> Materials	<input type="checkbox"/> Engineering
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Quality	<input type="checkbox"/> Finance	<input type="checkbox"/> Transportation	<input type="checkbox"/> Warranty
<input type="checkbox"/> Other (List):				

Revision History Table					
REVISION #	Org.	1	2	3	4
WRITTEN BY	W. Schubert	W. Schubert			
APPROVED BY	M. Gutierrez	M. Hawthorne			
ISSUE DATE	7/08/2019	09/10/2019			
APPROVAL	Teamcenter	Teamcenter			

Please note: Revised text is in italics and underlined.

Rev 1: Consolidated content of two other policies into this one: Y353889 BCVS Single Use Plastic Bottle Elimination and Y353887 BCVS Polystyrene Styrofoam Elimination. Due to the substantial re-write, revisions are not italicized and underlined.

The information contained in this document is the property of Bendix Commercial Vehicle Systems.

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PO	TLE-50-10, Y353888	Bendix Sustainable Food Service Policy	GRP BENDIX ALL LOC	All Locations	M. Hawthorne	1	US

1.0 PURPOSE

The purpose of the “Sustainable Food Service” policy is to align Bendix food service practices with the corporate environmental and sustainability policies which embrace a “Zero Waste” effort. Bendix is committed to the protection of the environment through the sustainable use of natural resources and energy. It shall be the philosophy where food and beverage service options are made available to Bendix employees to utilize sustainable options whenever feasible. The goal is to eliminate waste in the first place by promoting and utilizing re-useable food service and the infrastructure to support re-useable materials. It is, however, recognized that this may not be feasible in the short-term and that there will continue to be instances where disposable items may be required. This policy is intended to provide an outline for making more sustainable choices.

As part of our overall commitment to environmental sustainability, Bendix firmly believes we need to act by embracing the concept of “Zero Waste” (Y259969 Managing Spent Material – A Roadmap to Zero Waste) in our operations and business practices. Zero Waste requires a fundamental shift in our overall philosophy, our current processes and practices and our personal behaviors to make it successful and sustainable. A unique statement we can make is the elimination of single use plastic in our food service options.

2.0 APPLICABILITY

Applies to all Bendix owned and operated facilities that have on-site kitchenettes, a cafeteria, vending machine support or any type of catering services. This policy is also applicable to all on-site and off-site company sponsored events where food is provided (e.g. – meetings, workshops, vendor fairs, employee events, customer demo’s, etc.).

All Bendix sites shall be compliant with the content of this policy as soon as possible or no later than **January 1, 2020**.

3.0 DEFINITIONS

- 3.1 Certified Compostable – Items that have been tested to US Standard ASTM D6400 and have proven to decompose in approved commercial composting facilities. These items are marked with a BPI certification mark (reference photo in Appendix 1).
- 3.2 Expanded Polystyrene (EPS) / Styrofoam – For purposes of this policy, common trade name is “Styrofoam.” Commonly used in the food and beverage industry for plates, bowls, cups and to-go containers. Polystyrene is a petroleum-based plastic made from the styrene monomer.
- 3.3 Food Service Products – Items used for serving food items for consumption, typically includes but not limited to: cups, plates, bowls, forks, spoons, knives, napkins, straws, clam-shells, pizza boxes, and serving trays.
- 3.4 Recyclable Plastic: Not all plastics are created equal. Some types of plastic are highly recyclable, while others simply aren’t, and it is all based on the type of resin they are made up from. This information is provided by the number inside the universal plastic resin symbol (three arrows forming a triangle). The local town/city dictates what plastic resin can be recycled locally. As the markets for recyclable materials change, local recycling program rules may change too.
- 3.5 Single-Use Plastic (SUP) – Any plastic product which is used just once before being disposed of or recycled.
- 3.6 Sustainable Sourced Product – Food service ware items such as plates, cups and napkins that have been produced from a recycled content or from a certified sustainable forest. These items are typically sold with a certification seal from the Sustainable Forestry Initiative (SFI), or the Forest Stewardship Council (FSC). Examples of certification labels can be found in Appendix 1.

4.0 RELATED DOCUMENTATION

- 4.1 Y259969: Managing Spent Material – A Roadmap to Zero Waste
- 4.2 Y082499: Water Management



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5.0 POLICY

- 5.1 The following hierarchy shall be utilized when selecting food service ware options for events defined in section 2.0 of this policy (see Appendix 1 for examples):
- Option 1: Shall be to select re-useable food service products
 - Option 2: Shall be to select certified compostable food service products (as defined in 3.1)
 - Option 3: Shall be to select sustainable sourced food service products (as defined in 3.6) or choose products that are locally recyclable (as defined in 3.4)
 - The use of Styrofoam food service products is **prohibited** (see Appendix 3).
- 5.2 Straws: Single-use plastic straws shall not be provided. Where straws are necessary or can't be eliminated, re-useable, certified compostable, or paper straws shall be provided
- 5.3 Napkins: Where non-reusable napkins are provided, ensure napkins are either plain (w/o print) or utilize only eco-friendly, compostable dyes and decorations (verify with local composting facility where appropriate).
- 5.4 Purchase in Bulk: Food and condiments shall be purchased and provided in bulk containers whenever possible to reduce packaging waste (See Appendix 1 for examples).
- 5.5 Bottled Water: Single-use plastic water bottles shall not be purchased or provided at any location or for any company-sponsored event as defined in section 2.0.
- 5.5.1 Prior to the elimination of single-use plastic water bottles, each location must ensure safe drinking water is readily available (Y082499 Water Management).
- 5.5.2 The following exceptions to single-use plastic water bottles shall apply:
- When local tap drinking water is deemed unsafe for consumption (e.g. – water boil advisory, water main break, water line repairs, etc.).
 - Small quantities set aside in the event of first aid / emergency.
 - For special, off-site events (i.e.- trade show, customer demonstrations, test track, etc.) where other water options are deemed unavailable. For these instances, recycling of single-use plastic bottles shall be provided.
- 5.5.3 Alternatives to plastic bottles should be provided such as: aluminum cans, beverage dispensers, re-useable bulk containers (see Appendix 2 for examples).
- 5.5.4 As a future phase, all plastic bottled beverages shall be phased out and replaced with more sustainable options.
- 5.6 Vendor Contracts: All contracts with food service vendors including on-site cafeteria services shall reference this policy.

6.0 RESPONSIBILITIES

- 6.1 Employees – Responsible to understand and comply with the requirements of this policy.
- 6.2 Event Planners – Ensure the food and beverage service provided for events as defined in section 2.0 comply with the requirements of this policy. Provide a copy of this policy to food service vendors as necessary.
- 6.3 Purchasing – Ensure food and beverage service vendors are provided with a copy of this policy and, where appropriate, ensure these requirements are incorporated into contracts and purchase agreements.



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- 6.4 HSE Site Leaders – Responsible for communicating the content of this policy. Support site personnel as necessary in efforts to comply with this policy (e.g.- water testing as necessary, researching/approving sustainable product options, answering policy questions).
- 6.5 Disciplinary Action: As with all company policies, failure to comply with this policy may result in corrective or disciplinary action. Action will not be taken without the assistance of Human Resources to ensure consistency across the organization.

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Appendix 1: Sustainable Food Service Examples

Option 1: Re-useable and Bulk Options:

Examples of Re-Useable Food Service	Examples of Bulk Food Options

Option 2: Certified Compostable

Examples of Certified Compostable Products	

Option 3: Sustainably Sourced Content or Locally Recyclable*

*Check you local municipality for the plastic resin numbers that are locally accepted for recycling	
Examples of Sustainable and Recycled Content Products and most COMMONLY Plastics Recycled	

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Appendix 2: Single Use Plastic Bottle Alternatives:

Most Preferred Water Bottle Replacement: Tap or Filtered Tap Dispensers:



Second Option Water Bottle Replacement: Re-useable Bulk Water Dispensing Systems:



General Alternatives to Plastic Beverage Bottles:





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Appendix 3: Examples of Prohibited Styrofoam Materials

Prohibited Expanded Polystyrene/Styrofoam Food Service Examples:

