

## Environmental Policy and Practices

### Policy & Accreditation

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment.

We operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do, and have done so since 2010.

We

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- train, educate and inform our employees about environmental issues that may affect their work
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- purchase and use environmentally responsible products accordingly
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

### Monitoring Environmental Impacts

We pride ourselves on being a sustainable business with a minimal carbon footprint in our operations.

We measure

- **Energy usage** through the completion of an energy audit, monthly monitoring of energy and gas bills and having made changes within the office that increase efficiency, through high performance double glazed windows, replacement of all light globes to

energy efficient ones, ensure all computers are turned off at the end of the day, as well as power points for all items not required for use at night.

- Through education and implementation of these activities we have managed to reduce energy bills by 20%.
- **Transportation fuel** is monitored and offset through the purchasing of carbon offsets. In addition, as much as possible emails, phones and video conferencing facilities are utilised to reduce the need to travel locally but also interstate.
  - Through these activities we are close to being carbon neutral.
- **Water usage** through the completion of a water audit, monthly monitoring of water usage and having incorporated changes within the office that increases sustainability including checking all taps for leakages, water not utilised in cups/bottles/etc used to water indoor plants, dishes cleaned only once a day to avoid lots of little washes using up water, update to a dual flush toilet.
  - Through education and implementation of these activities we have managed to reduce water bills by 15%.
- We have reduced as much as possible our footprint of **waste to landfill**, by always purchasing with waste avoidance in mind, utilising recycled stationary and reusing again in the office.
- Overall we have reduced the **greenhouse gas emissions** the office produces by reviewing and continually implementing efficient practices of water, energy usage, commuting and use of vehicles/offsetting all residual greenhouse gas emissions to achieve a carbon neutral organisation.
- The **procurement of certified environmentally-sound products** through our office stationary and printing.

### Managing Environmental impacts - Environmental Sustainability Policy

We achieve this by:

- Engaging with suppliers and stakeholders to reduce the lifecycle impacts of our operations and products.
- Influencing events we support through our sponsorships to be carbon accountable and low waste.
- Managing, monitoring and measuring resource use through implementation of best practice procedures.
- Training and supporting staff to work within our framework to reduce their work and personal lifestyle impacts.
- Where possible sharing our experience and knowledge with others to increase their resource efficiency.

### **Strong commitment to sustainability**

We take our environmental footprint seriously and as such have a staff member who is responsible for the implementation and continued monitoring of our environmental program. Progress and updates is discussed in a collective staff meeting once a quarter.

We also communicate our environmental commitment to clients, customers, contractors and the public and encourage them to support it. This is achieved by continual and direct communications to all employees, contracts and clients. We also hold an annual training workshop around communications and discuss our commitment to sustainability in detail and all clients are given access to our environmental policy.

No awards or recognition for environmental performance have ever been submitted or awarded.

We have never received a penalty or notice from the Environment Protection Authority or been in breach of any other environmental legislation or regulations.