Environmental & Sustainability Policy

# Purpose

The purpose of the Environmental and Sustainability Policy (policy) is to guide the Board on

decision making in relation to the environment and sustainability. The policy aims to establish and promote a philosophy of sustainable development in all activities and to establish and promote comprehensive environmental practices in all that we do.

# Policy

\_\_\_\_\_\_\_\_\_ commits itself to minimising its impact on our environment and contributing to the world’s sustainability through:

* Provide advice and guidance to the board of directors on their obligations under the company’s Memorandum and Articles Association / Constitution, company law, charity law and other relevant laws and regulations.
* Oversee the company’s day-to-day administration and ensure specifically that the company complies with the law and observes its own rules and policies.
* Act as the principal legal and compliance (including corporate governance) officer.
* Fostering environmental/sustainability awareness and principles amongst the Board of Directors, staff, members, partners and other stakeholders;
* Developing a culture that supports environmental awareness and a sustainable future, where responsibility is assigned and understood;
* Being an environmentally responsible company and neighbour in the community we serve and beyond;
* Preserving natural resources by reusing and recycling;
* Refraining from using processes in our operations that affect the environment;
* Ensuring the responsible use of energy throughout the organisation through the usage of energy efficient equipment;
* Participating in efforts to improve environmental protection and understanding;
* Taking steps to improve environmental performance continually;
* Conducting rigorous audits, evaluations, and self-assessments of the implementation of this policy;
* Consulting and involving local community and stakeholders throughout the planning stage;
* Working with suppliers who promote sound environmental practices; and
* Enhancing awareness among our employees, members and community – educating and motivating them to act in an environmentally responsible manner and develop a sustainable future.

# Roles and Responsibilities

The Board shall be responsible for establishing, monitoring and maintaining this policy and the procedures to bring it into effect. It shall be the responsibility of the CEO and the staff to ensure implementation of this policy and procedures.

Procedures

The Company shall:

1. Develop guidelines for staff, members, our partners and our community to adopt sound environmental work practices, and provide adequate training to ensure these practices are carried out.
2. Act responsibly to correct incidents or conditions that endanger health, safety, or the environment. Report promptly any such incidents to the relevant authorities, and inform affected parties as appropriate.
3. Use reasonable efforts to reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. Use all reasonable efforts so that our services / products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
5. Use all reasonable efforts to minimise materials and energy use, prevent air, water, and other pollution and dispose of waste safely and sensibly.
6. Use all reasonable efforts to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Use reasonable efforts to, utilise our particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
8. Use all reasonable efforts to contribute to the maintenance and increase of biodiversity through our management of our buildings.
9. Use all reasonable efforts to meet or exceed all applicable statutory requirements generally observed in its field, and we will, in addition, adhere to the more stringent requirements of our own environmental policy.
10. Continually improve our environmental management system and use reasonable efforts to conduct audits and self-assessments of our compliance with this policy.
11. Maintain an open and honest dialogue with staff, members, partners, stakeholders, and the public about the environmental, health and safety performance of our operations and services.
12. Use every rational effort to ensure that every employee, member and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.
13. Establish environmental and sustainability targets as part of our business strategy

# Certification

I certify that I have read this Environmental and Sustainability Policy for the Board of Directors and I agree to comply with the responsibilities, expectations and standards it describes.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_