

### Purpose:

We aim at achieving continual environmental improvement through implementing a management system with achievable objectives and targets throughout all phases of The Group's activities. This will be in compliance with ISO 14001:2015.

The Group's personnel and contractors will consider the care of the flora, fauna, air, land and water, community health and life cycle management when undertaking all work tasks.

### Scope:

Our Workplace sustainability policy applies to all operations and services of The Group. All employees are expected to comply with both the letter and the spirit of this policy in the context of the organisation in which they work.

### Performance Indicators:

The Group has set a goal to reduce energy, water and resources by 10%, reduce waste by 10% and increase recycling by 50%. This will be measured by utilising a scorecard and monitoring the results at the end of every calendar month.

### The Group's Agreed Outcomes:

To Minimise our environmental footprint

- through integrating environmental and life cycle management factors into planning and operational decisions and processes.

By Working with staff and Key stakeholders

- Promote environmental awareness amongst the Group's personnel and contractors to increase understanding of environmental matters.

Through Pollution prevention practices

- Assess the potential environmental effects of our activities, and regularly monitor and audit our environmental performance.
- Continually improve our environmental performance, including reducing the effect of emissions, developing opportunities for recycling, and more efficiently using energy, water and other resources.
- Rehabilitate any environment which is negatively affected by our activities.

### Activities to be undertaken:

Presentation on the workplace sustainability policy and procedure to the Senior Management Team

- Set up an active sustainability committee
- Email to all staff and contractors the workplace sustainability policy and procedure
- Information workshops to be held with Sustainability Champions network.
- Meetings and presentations to key stakeholders.
- Section on Sustainability @ The Group's website.
- 'Current News' on the 'The Group's' website and the 'What's New' page on the 'Policies and Procedures @ The Group's website.



<b>Version No.</b>	2.3	<b>Supersedes</b>	Version 2.2
<b>Date Reviewed</b>	15 Oct 2019	<b>Date for Review</b>	15 Oct 2020
<b>Approved by</b>	Group MD	<b>Related Document(s)</b>	NA
		<b>Page</b>	1 of 3

# P-0111

## WORKPLACE SUSTAINABILITY

### Assigned responsibilities:

- The Managing Director or nominee of the Managing Director will have responsibility for ensuring the policy is implemented.
- The Managing Director, Senior Management and & Sustainability Committee will have responsibility for monitoring and reviewing the Policy.
- Email to all staff and contractors on the workplace sustainability policy and procedure
- Information workshops to be held by Sustainability Committee members for all key stakeholders
- KPI monthly review meetings and presentations to key stakeholders by the Managing Director.

### Legislation:

To fulfil this commitment, the Group will observe all environmental laws and, be consistent with the principles of sustainable development as per the following:

- Environment Protection Act 1997
- Protection of the Environment Operations Act 1997
- Office of Environment [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)
- Act and Legislation NSW EPA [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)
- ISO 14001 Environmental Management Systems

### Workplace procedures:

The following list of procedures assists in supporting the policy:

- Key Performance Indicator reporting and review procedure
- Strategic Business Planning procedure
- Business Improvement Plan
- Business management System

### Communication of workplace sustainability policy and procedures:

- All communication to be facilitated and distributed through the Sustainability Committee

### Implementation of workplace sustainability policy and procedures

#### Operational Controls:

- The Group will elect a sustainability committee who will be responsible for researching, developing, implementing and reviewing the sustainability policy, procedures, goals, objectives and performance indicators.
- The managing Director will have overall responsibility for the committee and its operations.

#### Tracking of continuous improvement in sustainability approaches:

- Tracking will be monitored and reviewed during monthly KPI review meetings and
- 12 monthly strategic plan review meetings

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		<b>Page</b>	2 of 3

## Review of workplace sustainability policy and procedures implementation

The entire policy and procedures must be reviewed at minimum every 12 months by the sustainability committee. The documents to be reviewed during the review will include:

- Workplace sustainability policy and procedure
- Environment Protection Act 1997
- Protection of the Environment Operations Act 1997
- ISO 14001 Environmental Management Systems
- Key Performance Indicator reporting and review procedure
- Strategic Business Planning procedure
- Business Improvement Plan
- Business management System

Modifications to the policy and procedure will be determined by the Workplace sustainability committee together with the managing Director. Modifications will be based on any gaps identified in the current policy or procedure, changes in legislation or the business structure that need to be implemented so that the policy is in alignment to the current business climate.



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		<b>Page</b>	3 of 3