

## ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY POLICY

Action OHS Consulting & Safety Champion Software are committed to environmental best practice in office management and general operations. Through a process of continual improvement Action OHS Consulting & Safety Champion Software will develop and maintain efficient and effective environmental office practices and will comply with relevant government policy and environmental legislation. Action OHS Consulting's & Safety Champion Software's Head of Marketing and Communications will lead the role to ensure ongoing monitoring and continuous improvement of environmental performance.

Action OHS Consulting & Safety Champion Software commit to minimise its ecological footprint by:

- Incorporating environmental management considerations into core business and management practices;
- Considering environmental impacts of all purchases made and ensuring that, wherever possible, options chosen include recyclable products, minimum packaging and minimum toxic chemicals;
- Considering environmental impacts of all advice and solutions provided to clients - providing reports in softcopy (where possible) and promoting and developing web-based applications to support the "administration" of WHS Programs;
- Creating a culture where sustainable environmental management is considered an integral element of all Action OHS Consulting & Safety Champion Software activities;
- Providing information to employees as to the recycling system and to maximising energy efficiency;
- Regularly monitoring environmental performance; and
- Reviewing this Policy at least every two years to ensure it is relevant and delivering desired outcomes.

In minimising our environmental impact, Action OHS Consulting & Safety Champion Software will consider the following:

- Options for travel during the consultation process, using telephone conferencing when appropriate instead of air travel, using public transport or walking when appropriate, and sharing vehicles as far as possible;
- Filing electronically, rather than in hard copy, to reduce the amount of paper used as part of our Commitment to digital records management;
- Reducing the amount of print copies of documents produced and publishing consultation papers only online;
- Printing double-sided for internal documents, whenever possible;
- Using office paper that is carbon neutral, recycled and/or has an environmental sustainability rating;
- Encouraging the use of e-payments to reduce reliance on paper;
- Dispose of e-waste and hazardous materials correctly; for examples, batteries disposed at local council bins etc.
- Purchasing 'fair trade' consumables, if available;
- Ensuring non-essential home / office lighting is switched off overnight and on weekends;
- Ensuring printers, fax machines and computers are turned off on weekends and holidays;
- Encouraging all staff to use the building recycling system for green waste and for mixed recyclables;
- Encouraging staff to use window blinds to regulate the temperature of their offices, particularly during summer months;
- Considering the amount of packaging when purchasing office supplies;
- Sourcing stock for our online shop that consider sustainability indicators; and
- Sourcing office furniture that meets Green Tick Certification - the product meets the requirements of AFRDI Standard 150:2012 Sustainability Standard - Commercial Furniture.

### Authorised

[SIGNATURE REMOVED FOR WEB]

Craig Salter  
Action OHS Consulting Pty Ltd, Director  
Safety Champion Software Pty Ltd, Founder and Director