

Environmental Sustainability Policy

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Intent

This Environmental Sustainability Policy formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our lives, our work and the communities in which we operate.

The aim of our Environmental Sustainability Policy is to:

- implement positive environmental actions within the company
- make meaningful and socially responsible decisions that positively impact on the communities in which we operate
- monitor our actions and improve our environmental impact
- communicate environmental initiatives internally and externally.

Scope

This policy and associated procedures apply to all Directors, staff and contractors working for Omnia Inclusive Employment Solutions.

Objectives

The objective of this policy is to improve the Omnia Inclusive Employment Solutions's environmental performance by:

- complying with all relevant government legislation, policies and planning instruments, and by meeting obligations required for any Australian Government environmental and sustainability reporting
- minimising adverse environmental impacts and promoting sustainability by implementing responsibilities and actions for the business to apply:
- efficient, effective and economical procurement, including:
 - the assessment of products on a whole-of-life cycle basis and evaluating suppliers for social responsibility
 - the management of resource consumption and demand thereby improving product utilisation, efficiency and financial performance, and
 - environmental standards, principles and practices for energy use, resource use; product, supplier, and materials selection; materials waste and resource recovery.

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Legislative and Policy Authority

This section outlines government legislation and policies that are relevant to energy use, greenhouse gas emissions and ozone depleting substances. These are:

- *Environment Protection and Biodiversity Conservation Act 1999* (Cth)
- *Building Energy Efficiency Disclosure (BEED) Act 2010* (Cth)
- *Ozone Protection and Synthetic Greenhouse Gas Management Amendment Act 2010* (Cth).

Policy

Omnia Inclusive Employment Solutions respects the natural environment and its ecosystems. We acknowledge the adverse impacts that human and business activity can impose on the environment and commits to taking action to minimise and/or prevent any negative impact on those natural systems.

Omnia Inclusive Employment Solutions commits to the following principles and practices, and sets out the required actions for the functional business units to comply with:

Reducing the consumption of natural resources in daily operations	
SLT	Comply with the above legislation, regulations and policies within our operations and with the supplier organisations, to the extent possible.
	Provide for property energy efficiency and greenhouse initiatives through the annual business planning and budgeting processes.
	Ensure newly leased or major refurbishments of office buildings tenanted by Omnia Inclusive Employment Solutions meet the minimum energy performance standards set out by the legislation, to extent over which we can impose control.
All Managers and Team Leaders	Where applicable, actively replace air conditioning filters and/or systems and other devices which contain refrigerants to be phased out under the <i>1987 Montreal Protocol for Ozone Depleting Substances</i> (ODSs). Or where systems are the landlord’s responsibility, encourage landlords to replace.
	Make effective use of curtains or blinds to optimise air conditioner and heating system efficiency.
	Air-conditioners set at optimal levels, to avoid over-use.
ICT Manager/s	Ensure ICT operations are effectively managed to gain maximum operational energy performance on the desktop, data centre and telecommunications platforms.
	Ensure energy management options are enabled on ICT equipment – which allows ICT equipment to power down to a low energy state during non-use periods.
	Ensure MFDs and printers have settings defaulted to print double-sided or duplex.
	Maintain accurate and complete records for reporting purposes on the use of ICT equipment for each major category, consumption patterns and location profiles.
All staff	Shut down personal computers and switch off monitors at the end of each working day.
	Lights off in rooms where there are no staff or customers present.
	Switch off air-conditioners at the end of each business day, if not controlled by timer.
	Documents are printed only when soft copy is not legally valid, or practical.

Reducing waste and maximising the recycling of resources	
All Managers and Team Leaders	Paper and cardboard recycling options available and accessible in each office.
	Secure document storage bins with recycling options in each office.
	Reducing the purchase of unnecessary office equipment and supplies. Repair or reuse where possible.
ICT	Arranging the disposal of any e-waste appropriately at designated e-waste centres.
	Ink cartridge recycling available in each office.
	Used hardware sent to e-recycling, or up-cycled through circular economy initiatives.
Marketing and Communications	Reduce production of unnecessary promotional materials and collateral, using e-flyers and communications where relevant.
	Select promotional materials and collateral derived from sustainable sources and with lowest possible environmental impact.
All Staff	Utilise recycling options in each instance of the necessary disposal of resources.
Procurement and partnerships with socially responsible suppliers and business partners	
SLT	New suppliers we partner with have a sustainability policy and commitment to the environment.
	Where possible, at renewal time, encouraging existing suppliers to meet high standards of environmental performance.
All Managers and Team Leaders	Procure office equipment that meets the ENERGY STAR® standard at a minimum level of 5 Stars – where such equipment is available, fit for purpose and cost effective.
Carbon Offsets	
SLT and the Board	Investigate Carbon offsets and credits, and the appropriateness for Omnia Inclusive Employment Solutions, by June 30 2022.
Staff Travel	
SLT	Apply strategies and procedures to effectively manage energy use for staff travel.
	Comply with the provisions in Omnia Inclusive Employment Solutions' Motor Vehicle Policy.
	Mandate the procurement of new motor vehicles that have a Green Vehicle Guide (GVG) rating of 10.5 or above with the exception of special purpose vehicles, by June 30 2022.
Staff with company vehicles	Refuel with bio-fuels where practical, and the vehicle type allows – such as ethanol blended petrol.
Fleet Manager/ Management Admin Support	Maintain effective records for reporting purposes on the use of motor vehicles – including the type of motor vehicle, type of fuel consumption, distances travelled, odometer readings, consumption patterns and location profiles.
	Maintain accurate and complete records for reporting purposes on the use of air travel – including the number of flights, distances travelled, and take-off and destination profiles.
	Procure new motor vehicles that have a Green Vehicle Guide (GVG) rating of 10.5 or above with the exception of special purpose vehicles as mandated by June 20, 2022.
All staff requiring travel	In the assessment of making travel decisions (by motor vehicle or air travel), evaluate alternative means of conducting business before undertaking travel commitments – such as using video or teleconferencing.

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Communication

**All Managers/
Marketing and
Communications** Communicating this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.

Responsibility and Review

This Environmental Sustainability Policy is the responsibility of the Management of Omnia Inclusive Employment Solutions. This policy was last updated September 2021 and will be reviewed September 2024.