



ENVIRONMENTAL POLICY

1. PURPOSE

The purpose of the Environmental Policy is to provide the guidelines and framework to ensure that the sustainability objectives of Help2Buy Pty Ltd (the business) are consistently met.

2. RESPONSIBILITY

The Director/s are responsible for maintaining the Environmental Policy and ensuring that it remains consistent with the business's main business operations.

3. SCOPE

The Environmental Policy covers all the normal business activities of the business relating to the provision of buying solutions.

4. OBJECTIVES (Commitment Statement)

We are committed to taking an active role in caring for our environment and contributing to a sustainable future.

5. SUSTAINABILITY ACTION PLAN

In order to help meet these objectives, a Sustainability Action Plan will be developed and regularly monitored. The Sustainability Action Plan will include all the action steps that are required to meet the above objectives. In addition:

- Each action step shall have a specific deliverable and an expected timeframe.
- Progress against each action step shall be monitored regularly,
- Action steps shall be updated or revised accordingly.

6. ENVIRONMENTAL COMPLIANCE

The business will comply with all relevant environmental acts and regulations issued by Federal, State and Local government bodies.



7. ENVIRONMENTAL PROCUREMENT

Environmental considerations will be taken into account when purchasing goods and services on behalf of the business. In particular:

- When purchasing products, preference will be given to items that are made from sustainably derived materials, have recycled content or can be reused or refilled.
- When purchasing or using cleaning supplies, preference will be given to items that are environmentally responsible, non-toxic and phosphate free.
- When purchasing office machines, computer equipment and appliances, preference will be given to items that have an Energy Star rating of 4 stars or more.
- If purchasing company motor vehicles, preference will be given to motor vehicles that have a high-fuel efficiency rating.
- When purchasing other supplies and materials, preference will be given to items that are clearly and independently certified that the product is environmentally responsible.
- Locally produced goods and services will be given preference to interstate or imported goods and services in order to reduce travel related emissions.

Underpinning this environmental procurement philosophy is an assumption that all other factors in the purchasing decision are also taken into account such as price, quality, availability, accessibility and service.

8. WASTE MANAGEMENT

The Business will adopt general waste management principles with a view to maximising the level of recycling and minimising general waste sent to landfill.

We will have recycled bins for the office and in the kitchen, so food scraps are separated, plastic items and any other items are separated from general waste.

9. ENERGY EFFICIENCY

The Business will adopt energy efficiency practices to minimise the amount of electricity and gas used in the normal course of business.



LED globes will be installed in every room to minimise electricity usage and light switches will be turned off for appliances not in use.

10. REVIEW

This policy will be reviewed on an annual basis by the Director/s of the Business.

Author	Karen Burgess
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