

# PROCEDURE

## Environmentally Sustainable Work Practices Procedure

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### 1 PURPOSE

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This procedure fosters the commitment of Reay Services Group (RSG) to contribute to sustainable economic development. Our aim is to work with employees, clients and the local community to improve quality of life by imposing sustainable work practices into Reay Services Groups operations, by;

- Providing a framework for RSG'S ongoing comittment to Sustainability;
- Embed sustainability into the core functions and operations of the organisation on all levels;
- By helping RSG employees understand their role in achieving workplace sustainability and provide guidance for the application of sustainable workplace practice.

A commitment to Sustainability means:

- Integrating environmental, economical, social and cultural considerations into the decision making processes and activities of RSG;
- Forming holistic measures for sustainable practice which balance community health and well-being, economic development and the protection and enhancement of the natural environment;
- Applying the principles of Ecological Sustainable Development and other relevant legislative requirements into the business of Reay Services Group.

### 2 SCOPE

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This procedure applies to all activities of Reay Services Groups to control and minimise our impact on the environment thereby reducing our carbon footprint and minimising the risks associated with climate change.

### 3 DEFINITIONS

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To assist in interpretation the following definitions shall apply:

**Company / the Company** Refers to Reay Services Group and associated entities.

**Environmentally sustainable work practices** are those which reduce harm on the environment and reduce wastage of resources.

**Biodiversity** shall mean the diversity and interconnectedness of all life forms including plants, animals and micro-organisms, the genes they contain and the ecosystems they form and comprises of:

- Genetic diversity (the variety of genes in any population)
- Species diversity (the variety of species)
- Ecosystem diversity (the variety of communities and ecosystems).

**Carbon Footprint** shall mean 'the total set of greenhouse gas (GHG) emissions caused by an organisation, event, product or person'.

**CEA** shall mean The Clean Energy Act 2011

**Community** shall mean consideration of the social and cultural consequences of decision making. This includes how people relate, work, live, socialise as a society as well as their beliefs and values.

**RSG** shall mean all related entities of Reay Enterprises Pty Ltd.

**Ecological Footprint** shall mean the 'measure of humanity's demand on nature'. It measures how much land and water area a human population requires to produce the resource it consumes and to absorb its carbon dioxide emissions and waste products.

**Economic** shall mean the broader considerations relating to the wealth of an area, the production or consumption of goods and services of a region, the business community and employment (in the context of this policy this is an external consideration).

**Environment** shall mean the Earth, made up of its natural features and resources and the eco-systems that sustain life and all life forms. It must be understood that everything on the planet is interconnected and interdependent and the continuance of life on earth is reliant on maintaining healthy biodiversity and eco-system processes including the naturally evolved plants and animals, clean air, fresh water, climate, soil, minerals and energy.

**Effective Governance** shall mean implementing effective authoritative measures that provide guidance to users and assist RSG with achieving its sustainability goals.

**EPBC** shall mean the Environment Protection and Biodiversity Conservation Act 1999

**ESD or Ecological Sustainable Development** shall mean 'using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained, and the total quality of life, now and in the future, are enhanced'.

**Health and wellbeing** shall mean developing a region where our people and communities enjoy physical, mental and social, cultural wellbeing.

**Holistic** shall mean analysing systems as a whole rather than as individual components -considering all factors.

**Organisational Excellence** shall mean all employees will have a clear and shared understanding about what sustainability means and how they can apply it to their daily tasks. Management support, cross-program integration, corporate systems and new 'tools' will assist staff in their decision making.

**Policy** shall mean this Corporate Sustainability Policy

**Precautionary Principle** shall mean that lack of full scientific certainty should not be used as a reason for postponing a measure to prevent degradation of the environment where there are threats of serious or irreversible environmental damage.

**Sustainability (Broad definition)** "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs" (World Commission on Environment and Development, Our Common Future Report, 1987)

**Resource efficiency** shall mean saving energy and water and reducing waste.

### 4 RESPONSIBILITIES

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All employees and contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for more information.

### 5 PROCEDURE

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#### 5.1 General guidelines for sustainable environmental work practices;

Sustainability is a principle to influence our decisions to maintain and enhance our quality of life now and in the future. It requires a holistically integrated deliberation of economic, environmental and community factors. To move in a sustainable direction, our decisions and actions have to recognise the interdependent relationship between these factors and act in a way that capitalises on the opportunities for innovation in achieving a sustainable future for all. When focusing on aspirational targets for sustainability it is important to understand sustainability as being a set of principles and processes rather than an end point to be achieved. Put simply, sustainability is a comprehensive way of looking at things, not just an add-on to our usual list of considerations.

The following principles build on and update our existing commitment to the principles in the National Strategy for Ecologically Sustainable Development and should be considered and used as a guide in all of our decisions and actions.

Inter-generational equity – Requires the present generation to ensure that the health, diversity and productivity of the environment are maintained or enhanced for the benefit of future generations.

Intra-generational equity – Requires all people within the present generation to have equal rights to benefit from the use of natural resources and from the enjoyment of a clean and healthy environment.

The Precautionary Principle – To act cautiously when there is a risk of serious or irreversible impacts on the environment or the community. We should avoid causing serious or irreversible damage and not use uncertainty as a reason to not protect the environment or community.

Think Global Act Local - Recognises the dimensions beyond our border while concentrating on issues we can influence. Environment and development issues operate on a global scale. Our local actions should connect with regional, national and global scale activities and directions. For example, although we cannot single-handedly stop climate change, we can demonstrate leadership by taking actions to reduce greenhouse gas emissions as part of a global effort.

Community Engagement - Decisions and actions should provide for broad community involvement on issues which affect them. Effective and inclusive community engagement should be encouraged to facilitate the understanding of sustainability and promote collective responsibility.

Integrated decision making – To integrate present and future economic, environmental, social, cultural considerations when making decisions and acknowledge the interdependency between these sectors.

Conservation of biological diversity and ecological integrity - Conservation of biological diversity and ecological integrity should be a fundamental consideration - aim to build the relationship between the community and the natural environment to maintain long term integrity of these systems.

### 5.2 Achieving Sustainability in everyday operations;

#### Strategies to be implemented by Managers and Supervisors:

- Consider sustainability issues when planning and managing decisions.
- Promote and encourage environmental awareness to ensure employees are aware of their environmental responsibilities.
- Aim to continually improve environmental performance by identifying and addressing environmental risk.
- Make resources available to implement environmental risk management procedures.

#### Employees' Responsibilities:

- Identify and manage environmental risks associated with work activities to minimise their impact on the environment.
- Be aware of workplace Environmental policies and ensure procedures are followed.
- Immediately notify Supervisors if an environmental risk is apparent.

#### Paper Waste:

- Buy and use recycled paper where possible.
- Make double-sided copies when printing and photocopying, wherever possible.
- Use the blank side of used paper for notepaper before recycling.
- Re-use envelopes for internal mail.

#### Environmental Purchasing:

- Become informed about the environmental impacts of products purchased. Search for environmentally-friendly products.
- Choose products with less packaging.
- Choose products with recyclable or reusable packaging.
- Re-use plastic bags and all types of containers if possible.
- Buy quality goods that will last.
- Buy recycled goods which have already saved resources and raw materials, and help reduce the overall quantity of waste.
- Consider product lifecycle (within client requirements)

#### Use these strategies to minimise energy wastage:

- Maintain air-conditioning at a constant temperature of 23-24°C.
- Close blinds or curtains to minimise heat build-up.
- Maintain only security lighting after business hours.
- Switch off equipment overnight wherever possible.
- Repair malfunctioning utilities (e.g. leaking taps) as soon as possible.

5.3 Achieving Sustainability with the correct waste management strategy;

Reay Services Group has implemented ENV-PRO-006 – Waste Management and should be referred to for more details regarding compliance with the following strategy;



6 REFERENCED DOCUMENTATION

- QMS-REG-026 - Authorities and Responsibilities Procedure
- ENV-PRO-006 - Waste Management Procedure
- ENV-POL-002 – Sustainability Policy