Environmental Sustainability Policy and Guidelines

Current Version

Service Area	Disability, Mental health, Aged Care	Version	1.1
Process Owner	Governance Lead	Date of Issue	Feb 2023
Approved by	Chief Executive Officer	Review	Dec 2024

Modification History

Version	Date	Author	Approved by	Description of change
1.0	06/2022	Stacey Madden	CEO	New policy
1.1	02/2023	Natashia Telfer	CEO	Inclusion of Procedures and Processes

Contents

Environmental Sustainability Policy

POLICY STATEMENT

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 and our work.

The aim of our Environmental Sustainability Policy is to:

- implement environmental actions within the company
- monitor the environmental actions and improvements internally
- communicate environmental initiatives internally and externally.

SCOPE

This policy applies to all employees.

POLICY

National Community Care respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and take actions to prevent degradation of those natural systems.

National commits to the following principles and practices:

- Commit to fostering the sustainable use of the Earth's resources by "treading lightly", recognising the approach of Australia's Indigenous people in minimising our impact on the land;
- Ensure we work closely with our clients, suppliers, and other stakeholders to continually improve our business processes which affect the environment;
- Explore best practice and innovative environmental management approaches to the use of education, technology and infrastructure;
- Foster the initiation and ownership of environmental activities by all our staff through
- Complying with relevant Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation.
- Reducing the consumption of natural resources in daily operations, including water, paper and energy.
- Maximising the recycling of resources, implementation of additional marked bins within office and SIL spaces.
- Disposing of waste appropriately, including accessing external specialised collections
- Providing training surrounding infection control waste management
- Committing to the principles of preventing pollution to the environment and continual improvement.
- Where possible, encouraging suppliers to meet high standards of environmental performance.
- Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts including becoming paperless by 2025.
- Communicating this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public upon request.
- Reviewing this policy annually and measuring targets and performance as part of that review.

Created 01/06/2022. Review 2024

Procedures & Processes

Whilst employees are encouraged to practice sustainability any and all activities must comply with WHS safety requirements as a priority over environmental issues. For clarity examples of this include:

> Turning lights off in a stairwell may reduce use of electricity, however causes a known trip hazard if lighting in inadequate to ensure employee safety.

> Despite PPE not being recyclable material, all employees are required to DON PPE as per infection control and prevention requirements to protect the health and wellbeing of employee and the participant

Reducing and reusing paper

Employees must make every effort to reduce the use of paper to meet out goal to become a paperless office by 2025:

- Avoid printing paper-based copies of documents that can be accessed digitally
- Send agenda items and meeting minutes electronically
- Ask suppliers to send electronic invoices
- Assess and Read policies and procedures online
- If printing is required, print double sided.
- Employees must make every effort to reuse clean, used paper with the exception of sensitive and confidential documentation that should always comply with our confidential waste processes.

Recycling

Employees must:

- Place their own recyclable resources into the correct receptacles provided.
- Office spaces to dispose of Printer cartridges appropriately. This can be dropped at OfficeWorks sites and/or the Printer servicing company will collect per servicing visits.
- Use the general waste bin only for disposing of waste that cannot be reused or recycled.
- Within SIL properties, and/or participants that actively choose to implement a compost waste should be supported by employees.
- Within SIL properties, any overflow of cardboard boxes should be flat packed and disposed of at the closest recycling centre within the ACT. There are 5 sites across the ACT. Centres can be found here: Recycling drop off centres - City Services (act.gov.au)

Waste Disposal

If an item cannot be reused, recycled, or donated, it must be disposed of by placing it in the general waste bins in each relevant space. Items to place in general waste can include:

- Used takeaway food or drink containers that are not identified as part of the recycling system
- Food scraps
- Used tissues
- Soild or wet paper or cardboard
- Used Personal Protective Equipment
- Infectious household waste

Items such as unused medications should returned to the pharmacy for correct chemical disposal.

Any hazardous chemicals such as paint or pesticides must be disposed of by appropriately, however, NCC identify this is not a current requirement for any supports we provide. In the event this changes, an individual procedure will be developed to support the participant.

Water Consumption

Employees must:

- Not leave taps running unnecessarily
- Turn taps off after use
- Turn the dishwasher on in the lunchroom second daily OR when it is full, which ever occurs first.
- Run the dishwasher on economy setting
- Report dripping taps, running toilets etc

Electricity Consumption

As part of our 'Switch of Campaign' employees must:

- Turn lights off when last leaving the office at the end of the day
- Turn down brightness settings on all screen devices
- Disable screen savers
- Close applications on desk tops that you are not actively utilising
- Close doors/windows when air cooling or heating is on
- Report broken or flickering lights

Reporting

If you observe any of the following immediately verbally report the situation to your manager / team leader and complete an incident/accident report identifying the concern/hazard.

- An actual and/or potential environmental hazard
- A sustainability inefficiency/issue
- Seemingly wilful waste of resources
- A breach in compliance with this policy

Ideas and Suggestions for improvement

Employees are always encouraged to share their ideas and suggestions to improve any of NCC's practices. This can be done so verbally to your team leader or manager. It can be done so in the SIL properties and office by utilising the suggestion boxes, raised at meetings etc.