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# ENVIRONMENTAL

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Dept: 2 - Systems & Processes  
Area: 21 - IMS  
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## *Our Policy:*

**SDS is committed to environmental best practice in all our operations. Through a process of continual improvement SDS will develop and maintain efficient and effective environmental practices and will comply with relevant environmental legislative and regulatory requirements.**

To minimise environmental impacts and prevent pollution concerning our activities and services, SDS commits to:

### **ENVIRONMENTAL LEGISLATIVE COMPLIANCE**

Monitoring changes and complying with all applicable environmental legislative and regulatory requirements, ISO 14001:2015 Environmental Management System standard, relevant industry standards.

### **CONTINUAL IMPROVEMENT**

Incorporating environmental responsibility into all business operations by planning, implementing, reviewing, and continuously improving environmental performance as part of the Integrated Management System, through setting targets, conducting reviews and audits, complying with the requirements of ISO 14001:2015 and any applicable legislative and regulatory requirements.

### **MINIMISING ENVIRONMENTAL IMPACT**

Ensuring that the potential to affect the environment, is a consideration in everything that we do. This is achieved whilst continuing to develop new methods and systems and the adoption of new technologies, whilst striving to optimise efficiency, and to continually improve our Integrated Management System, as a means of achieving even higher standards of operations and enhance our environmental performance.

### **PROTECTION OF THE ENVIRONMENT**

Taking positive action relating to relevant environmental issues, to preserve, and wherever possible, to enhance the environment by minimising carbon emissions and conserving natural resources for future generations through improvements in energy efficiency and developing effective waste management and recycling practices, including:

- 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 printing double-sided, whenever possible.
- Encouraging the use of e-payments to reduce reliance on paper products.
- Using office paper that is carbon neutral, recycled and/or has an environmental sustainability rating.
- Considering environmental impacts of all purchases made and ensuring that, wherever possible, options chosen include recyclable products, minimum packaging, and minimum toxic chemicals.
- Maintaining SDS and clients' grounds in an environmentally sensitive way, having regard to the protection of natural habitats and local wildlife.
- Ensuring non-essential office lighting is switched off every night.
- Ensuring printers and computers are turned off every night.
- Encouraging all staff to use the building recycling system for waste and for mixed recyclables.
- Promoting and encouraging sustainable forms of travel, transport and communication by employees and contractors.





### COMMUNICATION AND INFORMATION

Increasing awareness of environmental responsibility among employees, course participants, contractors, and visitors to SDS and encouraging active participation, consultation, and cooperation in promoting and developing measures to improve environmental performance.

All employees, contractors and visitors have responsibilities for policy implementation by participating and contributing to its success through their actions and suggestions.

This Policy should be read in conjunction with Environmental Social and Governance Plan (*SDS-A30-(A21)-POL-60*).

Authorised by:

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Wayne Stone  
General Manager

