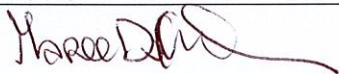


ENVIRONMENTAL SUSTAINABILITY POLICY AND PROCEDURES

Version:	001
Applies to:	<p>The BOM will establish and maintain policies and procedures and bring these procedures into effect.</p> <p>The LJACC Centre Manager will ensure that these policies and procedures are implemented.</p> <p>The procedures herein apply to all HBCAC and LJACC staff and personnel.</p>
Approved on (date):	16/09/2019
Scheduled review (date):	16/09/2021
Signature of Chair:	

PURPOSE

HBCAC is committed not only to complying with applicable laws in all of its operations but to minimise risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all the organisation's activities and to establish and promote sound environmental practice in its operations.

POLICY

HBCAC is committed to minimising its impact on the environment through:

- Providing a safe and healthy workplace
- Having an environmental sustainability aware culture, where responsibility is assigned and understood
- Being an environmentally responsible neighbour in its community
- Conserving natural resources by reusing and recycling
- Using, in its own operations, processes that minimise adverse effects on the environment
- Ensuring the responsible use of energy throughout the organisation
- Participating in efforts to improve environmental protection and understanding
- Taking steps to improve environmental performance
- Where possible working with suppliers who promote sound environmental practices
- Enhancing awareness among its employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner

PROCEDURES

HBCAC will use all reasonable endeavours to:

General

- Act responsibly to correct incidents or conditions that endanger health, safety, or the environment

- Promptly report any such incidents to the relevant authorities, and inform affected parties as appropriate
- Meet or exceed all applicable government requirements and voluntary requirements generally observed in its field
- Conduct audits and self-assessments of its compliance with this policy

Materials and services

- Reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials
- Ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely
- Minimise materials and energy use; prevent air, water, and other pollution; and dispose of waste safely and responsibly.
- Conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources.
- Contribute to the maintenance and increase of biodiversity through its management of its landholdings

Communication

- Utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
- Maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services
- Include an environmental sustainability statement in LJACC Term Brochures and the HBCAC Annual Report

Staff

- Ensure that every employee, volunteer and contractor is informed of and informed that they are expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken
- Provide adequate training to staff to ensure that these practices are carried out

IMPLEMENTATION PLAN

No specific implementation plan has been detailed for this policy: see procedures

RELATED DOCUMENTS

- Purchasing Policy
- Code of Ethics

- END OF DOCUMENT -