Insert your company logo and contact details here

**ENVIRONMENTAL SUSTAINABILITY POLICY**

**Rationale**

*This is a summary of why your business needs an environmental policy. When developing this statement, you should consider benefits to your business through sustainable practices; impacts at a local, State, national and global level. This statement should be no more than one paragraph (3 - 4 sentences).*

**Policy**

*Insert the key goal of your environmental sustainability policy here. It should be a statement of no more than one or two sentences. When developing this statement, consider what it is that you are trying to achieve.*

**Relevant legislation**

*List any legislation (if relevant) that might apply to your business activities eg,* ***Road Transport (Dangerous Goods) Act 1995***

Hint: A search on the internet or the links on the virtual computer may be of assistance.

**Environmental impacts of business practices**

*Provide an overview of the current environmental impacts of your business practices here. Consider key equipment, chemicals, consumables, waste products, energy usage, water usage, air quality and noise. This should be in the form of a table listing the action or resource and its impact. For example:*

|  |  |
| --- | --- |
| **Resource or practice** | **Impact** |
| *Equipment left on overnight* | *Electricity use contributes to carbon through fossil fuel use*  *Mining impacts on non-renewable resources*  *Equipment requires more frequent replacement and contributes to resource use and creates a waste disposal problem* |
| *Computer components* | *Impacts through mining and production related issues (water usage, environmental degradation, industrial pollution, carbon release)*  *Potential source of dangerous chemicals*  *Waste disposal problem* |
| *Water* | *Depletion of fresh water stocks*  *Contributes to pollution of water sources* |

**Current Practices**

*Insert company name* currently implements the following practices which assist to reduce environmental impacts:

* *Create a dot point list list here of the practices that your business currently employs which assist in reducing your environmental impacts. Consider must include key equipment, chemicals, consumables, waste products, energy usage, water usage, air quality and noise. A few examples are illustrated below:*
* **Toilets**

Installation of dual flush systems

* **Lights and electrical devices**

XYZ business actively promotes a policy of turning off lights and other

devices when not in use. This is reinforced through signage at all light switches and in work areas

**Energy Audit**

**Methodology**

*Insert details of how you determined your current energy usage here. This should be a statement of how you conducted your audit. No more than one paragraph is usually required.Dot points are acceptable.*

**Key findings**

*Insert the main outcomes of your energy audit here. This data should come directly from your Excel Audit Template. Consider which devices are the greatest users of energy, what inefficient practices contribute to inefficient use and so on.*

**Opportunities to improve energy efficiency**

*Consider the actions that you can take to improve your energy efficiency. What steps can you take to further reduce your overall energy usage. A good idea is to do some research on the internet in conjunction with your energy audit. Consider your current practices in light of the reduce, reuse, recycle framework and what alternatives there may be to current sources and practices.*

**Reduce Opportunities**

*The following options are available to* ***insert business name*** *to reduce resource consumption:*

|  |  |  |
| --- | --- | --- |
| **Product or resource** | **Action** | **Impact** |
| *Office paper* | *View documents on screen*  *Introduce a “Think before you print campaign”* | *Reduce printing costs through paper and ink/toner savings*  *Less impact through forestry and processing* |
| *Water* | *Install water saving devices – dual flush toilets and water saving shower heads* | *Savings to fresh water supply*  *Less water pollution through chemical contamination*  *Reduced waste water processing costs* |

**Reuse Opportunities**

*The following options are available to* ***insert business name*** *to reuse resources that are currently available:*

*Consider here how resources which you already have available may be reused or used in a more efficient manner. The table below illustrates some examples:*

|  |  |  |
| --- | --- | --- |
| **Waste product** | **Current Action** | **Sustainable option** |
| *Office paper* | *Documents printed on one side sent to general refuse*  *Single sided printing used*  *New paper used for all documents including drafts* | *Reuse single sided documents for non-critical business documents*  *Set your document to print on both sides of the paper*  *Establish a waste office paper collection point* |
| *Grey water* | *Waste water drainage* | *Install waste water tankand reticulation system*  *Use waste water for lawns and gardens* |

**Recycling Opportunities**

*The following recycling options are available to* ***insert business name*** *which can assist in reducing our environmental impact:*

*Outline the recycling opportunities that exist in your local community. Consider you current resource disposal needs and research what alternative opportunities exist which you may use. List the available recycling options for your community here.A good idea is to insert a table with your waste type and available options for recycling. An example is provided below:*

|  |  |  |
| --- | --- | --- |
| **Waste product** | **Current Action** | **Sustainable option** |
| *Office paper* | *General refuse* | *Waste paper collection bins available from xyz* |
| *Metals* | *Taken to local landfill* | *Nearest metals recycling centre located at XXXXX* |

**Action Plan for Improvement**

*Xyz business will undertake the following actions with a view to improve environmental performance.*

*This should list the actions that your businesss will take to improve its environmental performance. It should include those specific actions that you could take to further reduce you overall environmental impact. Against each should be a timeframe for implementation and how this will be monitored. The table below shows a few examples:*

|  |  |  |
| --- | --- | --- |
| **Action** | **Target implementation date** | **Monitoring** |
| *Print non-critical documents on recycled paper – ie, already used on one side)* | *Immediate* | *Checked regularly through monitoring of paper waste* |
| *25% reduction in electricity costs through more efficient practices* | *By end 201X* | *Monitoring through quarterly electricity bills* |