

<b>DOCUMENT TITLE:</b>	<b>ARA Environment and Sustainability Policy</b>
<b>DOCUMENT VERSION:</b>	V1.1
<b>VERSION DATE:</b>	2 April 2019
<b>DOCUMENT STATUS:</b>	Final
<b>DISTRIBUTION LIST:</b>	ARA Consultants Limited Board, ARA Consultants Compliance Committee, ARA Consultants Limited

**Version Control**

VERSION NUMBER	DATE MODIFIED	MODIFIED BY	REASON FOR MODIFICATION
1.0	1 February 2019	Caroline Banhidy	Initial Creation and formatting
1.1	2 April 2019	ARA Board	Approval

**Company Details:** ARA Consultants Limited  
 ABN 78 102 304 692  
 AFS & Credit Licence No. 224150

**Date:** Adopted on 2 April 2019, with effect from 2 April 2019

ARA is built on a set of values, which distinguishes our business and guides our actions. We recognise that we have responsibilities beyond the current legal and regulatory requirements and that we do more than serve shareholders.

We believe that the highest levels of governance and ethical business behaviour delivers quality performance to benefit our stakeholders represented by our clients, suppliers, employees and the community.

To this end, this Environment and Sustainability Policy outlines how ARA manages its business operations to actively seek out and encourage sustainable practices from these stakeholders. ARA believes it is the responsibility of all employees to uphold the principles and objectives of this policy within the workplace and encourages all stakeholders to be mindful of their own impact on the community and their environment.

This Policy reflect ARA's commitment to the environment and pursuit of sustainable practices. This includes actively choosing local suppliers over national and interstate providers and seeking out diversity of ownership in the businesses we engage. This includes giving preference to suppliers owned by women or individuals from underrepresented groups.

ARA's environmental management system comprises the following components:

1. Paper;
2. Energy;
3. Consumables;
4. Recycle including E-waste;
5. Education, training and staff KPIs/review;
6. Service Providers;
7. Facility improvement with Landlord and/or Building manager; and
8. Monitoring & Review.

Each of these factors will be documented as a base line in the first instance to be tracked and reviewed annually by the Board of Directors. It is anticipated that ARA's sustainability performance will improve over time.

## **Paper – target 30% reduction in paper use by 2020**

- Incorporate 'follow me' printing;
- Print in black & white as much as possible. Avoid coloured printing unless absolutely necessary;
- Print double sided;
- Print in draft mode where possible to conserve ink;
- Buy recycled paper, sustainably sourced paper or carbon neutral paper;
- Provide dedicated recycle bins for paper goods;
- Recycle sensitive material in a secure way;
- Re-purpose used paper for scrap where possible;
- Avoid unnecessary printing;
- Maintain and encourage the soft copy filing system;
- Switch to e-Statements from suppliers;
- Be mindful of the stationery used;
- Reduce use of A4 envelopes; and
- Opt-in to email for statements and other documents (no postage); and
- Avoid use of staples for improved recycling – use paper or bull clips as much as possible.

**Paper Metrics:** To be tracked against the baseline and measured quarterly:

1. Reams of paper used;
2. Number of coloured pages printed;
3. Amount of note paper/ writing pads purchased;
4. Reduction in spending on stationery;
5. Recycle bins used? Yes/No;
6. Number of security bins emptied;
7. Number of A4 envelopes used; and
8. % of Clients moved to email statements and correspondence.

## Energy – target 100% renewable energy by 2020

- Undertake the CitySwitch energy assessment and monitor reductions in conjunction with the CitySwitch support program;
- Install/ Use energy efficient lighting where possible;
- Buy energy efficient equipment and appliances only;
- Turn off all computers and equipment at the end of each day;
- Buy renewable energy - target 100% renewable;
- Adopt energy efficient behaviour;
- Turn lights on as needed; assumes zone switching available;
- Be mindful of water usage. Do not buy bottled water, for example; and
- Track energy usage and compare year on year.

**Energy Metrics:** To be tracked against the baseline and measured quarterly:

1. Annual kWh and greenhouse emissions;
2. Amount spent on energy bills; and
3. Track third party energy audit performance reports.

## Consumables – target 80% products sourced from sustainable organisations by 2020

- Recycled ink cartridges where possible;
- Only use environmentally friendly products in the kitchen and bathroom;
- Buy recycled/sustainable toilet paper and tissues from suppliers such as Who Gives a Crap;
- Source Fair Trade coffee, tea and other food/drink products;
- Refer to ecolabels for sourcing where appropriate  
<http://www.ecolabelindex.com/ecolabels/?st=country,au>
- Buy local whenever possible;
- Consult a sustainable living guide such as the Ethical Consumer Group's **Shop Ethical!** Guide before making purchases. Consider sourcing from specialist providers. For example:  
<https://www.ecooffice.com.au/>  
<https://www.thegreenoffice.com/>

**Consumable Metrics:** To be tracked against the baseline and measured quarterly:

1. Audit products in the office to determine level of compliance with this Policy; and
2. Confirm that office ordering system is consistent with the principles of this Policy.

## Recycle – reduce waste to landfill by 50% by 2020

### E-waste

E-waste is a catch-all term for electronic products nearing the end of their "useful life". E-waste is growing up to three times faster than general municipal waste in Australia and includes computers, televisions, monitors, printers, copiers, phones and other machines/appliances and whitegoods. ARA commits to actively managing its e-waste and promoting reuse, refurbishment or recycling to its stakeholders.

The principle of " **Reduce, Reuse and Recycle** " applies to E-waste.

1. **Reduce** the generation of e-waste through smart procurement (i.e. consider the recyclability and efficiency of the equipment pre-purchase and sustainable disposal of packaging) and suitable maintenance;
2. **Reuse** still functioning electronic equipment by donating or selling it to someone who can still use it; and
3. **Recycle** those products that cannot be repaired or reused. The Victorian Government has initiatives to help dispose of E-waste and proposes a landfill ban. Contact the local council for drop off points and refer to <http://www.sustainability.vic.gov.au/You-and-Your-Home/Waste-and-recycling/Household-waste/eWaste>

## **Batteries**

Where possible, use rechargeable batteries. All batteries can be recycled at no cost by dropping them off at the following places:

- permanent drop-off site, usually located at council depots and transfer stations across Victoria;
- at participating Aldi, Officeworks and Batteryworld stores; and
- via the Australian Battery Recycling Initiative.  
<http://www.batteryrecycling.org.au/recycling/handheld-batteries>

## **Fluorescent lights**

Commercial and industrial sector fluorescent lights can be recycled through Fluorocycle, a voluntary product stewardship scheme that seeks to increase the national recycling rate of waste mercury-containing lamps.

<http://www.fluorocycle.org.au/index.php>

## **Plastic, cardboard and glass**

Mixed recycle bin for cardboard, plastic and glass.

See “Paper” section above

**Recycle Metrics:** Disposal of items to be recorded in the Recycle Register.

## **Service Providers – adopt sustainable supply chain by 2020**

Sustainability isn't just about 'green' or 'eco' products – every purchase has an impact on the environment and people. ARA's suppliers are expected to meet a basic level of environmental and social management. We like to do business with ethical and socially responsible suppliers.

Each supplier will be asked if they can demonstrate how they fit this criterion.

ARA also expects suppliers to specify if there are any environmental or social risks for the type of service they are providing.

Ideally, suppliers can provide evidence of a policy commitment, targets for improvement, actions taken and performance against the targets to date with reporting on key performance indicators relating to environmental and social objectives.

ARA will engage suppliers in discussion of key environmental and social risks and how they have been addressed including any certification through an external organisation. These sustainability considerations are viewed as a standard of doing business, not an expensive or onerous add-on.

**Supplier Metrics:** Discussion notes with suppliers and documented evidence of policies, certification, etc., where available to be held on file.

## **Facility improvement with Landlord and/or Building Manager**

- Initiate discussion with landlord and/or building manager about facility improvement and possible projects to reduce the environmental impact and/or increase the sustainability of the building; and
- Engage other tenants to discuss joint sustainability projects, conservation of energy and how to reduce consumption as a whole.

**Facility Improvement Metrics:** Minute any discussions with landlord and/or building manager and other tenants.

## **Monitoring & Review**

ARA's Environment and Sustainability Policy will be monitored each quarter by the Environment and Sustainability Committee ("Committee"). The Committee will track metrics and make recommendations for improvements to the Board of Directors ("Board") on a quarterly basis. The Board will formally review the company's environmental and sustainability performance at least annually via the following reports:

- Staff self-assessment (survey) on each individual's awareness of the Policy and contribution to sustainable practices in the office; and
- Annual consolidated report of "metrics" listed in this Policy.