

## Environmental Care Policy

Insitutek acknowledges that we must work to preserve the environmental sustainability of the planet, at all levels of our operations.

We seek to minimise our impact on the environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, contractors and community members at all levels.

### Policy Details

Insitutek commits to minimising its impact on our environment through:

- Providing a safe and healthy workplace
- Having an environmentally aware culture, where responsibility is assigned and understood
- Being an environmentally responsible neighbour in our community
- Conserving natural resources by reusing and recycling
- Using, in our own operations, processes that do not adversely affect 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 continually
- Conducting evaluations and self-assessments of this policy
- Working with suppliers who promote sound environmental practices
- Enhancing awareness among our employees, contractors, suppliers, clients and community – educating and motivating them to act in an environmentally responsible manner.

### Goals and Commitments:

- We commit to tracking our travel, power use, resource use and greenhouse gas emissions within the business.
- We will purchase certified carbon credits to offset our greenhouse gas emissions on an annual basis.
- We commit to working to reduce our emissions by 5% each year.
- We use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
- We use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution. We will dispose of waste safely and responsibly (including e-waste) and will recycle where ever possible.
- Where possible, we encourage everyone to purchase recycled and environmentally friendly products including; Recycled paper and other stationery products, Environmentally safe cleaning products, Electrical devices with the highest possible energy ratings, Reusable products over single use products.
- We encourage everyone who uses a home office, or periodically works from home, to follow the same practices listed in this policy.

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- We encourage everyone to use public transportation, cycling, or walking routes to and from work, and for meetings during the day.
- We encourage everyone to use virtual meeting technology to reduce in person meetings.
- We encourage everyone to book hotels and places of accommodation that share our values on sustainability.
- We will use lower impact methods of product transportation when possible, increasing transit times with road freight, rather than high impact air freight.

### **Contact**

If you have any questions regarding this document, please contact Robin via email at [robin.power@insitutek.com](mailto:robin.power@insitutek.com). We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

### **Review**

This policy was last updated and reviewed on 16 September 2021  
This policy was adopted by Insitutek Pty Ltd in August 2020