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SUSTAINABILITY REPORT 2021



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Our Purpose

Enabling people in infrastructure construction to push forward with confidence.

For our clients, we help them make better informed timely decisions. For our co-workers and those we support in our community, we foster an environment aimed at making the impossible possible.

Insitutek makes a conscious effort to contribute to a better world together with our customers, partners, and stakeholders, carrying these values throughout our brand.

Improving the world in the small ways we can is at the core of how Insitutek runs, transforming our purpose into a reality.

Insitutek's progress towards sustainability goals

BCorp Certification and Good Governance

We are delighted to announce that, since Nov 2021, Insitutek is a certified B Corp, a new kind of business that balance's purpose and profit, leading the way in using business as a force for good. B Corporations, or B Corps, make decisions that make a positive impact across their co-workers, clients, suppliers, community, and the environment. As part of a global movement, we are using the power of business to help build a better economic system for the future: one that puts people and planet at the centre.

You can find out more about [our reasoning to become a BCorp](#) and what it means to us. The whole process of assessment and audit is, rightly, rigorous and intrusive. The whole process has caused us to "grow up" as a business, clarifying and documenting our thinking. We have even [published many of our policies and procedures](#) for others to gain value from.

Our approach to creating a positive impact is consistently incorporating social and environmental impact into decision-making as this is considered important to the success and profitability of our business.

Insitutek integrates social and environmental performance into decision-making through employee training that includes social or environmental issues material to our company or its purpose, manager roles with job descriptions that explicitly incorporate social and environmental performance, Board of Directors review of social and environmental performance, incorporating social and environmental considerations into policies like recruitment, leave, workplace discrimination, harassment and bullying, supplier selection and environmental.

To engage stakeholders about our social and environmental performance, we have created mechanisms to identify and engage traditionally underrepresented stakeholder groups or demographics through our policies. We also report the results of stakeholder engagement on social and environmental performance to the highest level of oversight in the company, such as the Board.

Empowering our People and Using our Voice

Insitutek is committed to conducting business in a manner that respects the rights and dignity of all people who are at the core of the company's business success. People who take ownership and feel able to take positive action drive a successful transformation to a more sustainable society and economy. Insitutek's movements in empowering its own employees and nurturing future leaders are seen as key activities for driving sustainability improvement. Insitutek also motivates partners along the value chain to be change-makers and drivers of sustainability.

Insitutek is ethically and legally responsible for Occupational Health and Safety, which ensures the wellbeing of the company's staff and of its neighbours. Insitutek promotes good labour practices promote staff safety and wellbeing and ensure healthy and satisfied employees. We believe enabling personal success contributes to the growth and success of the company. Diversity promoted at Insitutek increases the quality of business decisions and contributes to the company's resilience, providing a competitive advantage through a committed workforce and a corporate culture characterized by openness and mindful interaction. Insitutek is committed to conducting business in a manner that respects the rights and dignity of all people, respecting internationally recognized views and labour rights of all employees and business partners.

Respect, diversity, and inclusion are fundamental pillars of the company's core. It is integral that Insitutek bases recruitment off technical and personal qualifications, training, and background experience rather than age, origin, and gender. Insitutek respects and supports fundamental labour principles including protection from discrimination, harassment, and inhumane treatment. This encompasses protection against employment decisions based on personal characteristics or beliefs that are not related to the ability to do one's job including ethnicity, social background, sexual orientation, family responsibility (including pregnancy), disabilities, political opinion, sensitive medical conditions, discrimination in working conditions, marital status, and others.

Insitutek has worked with policymakers to develop and advocate for policy changes explicitly designed to improve social or environmental outcomes including offering support in petition for Australian Government Renewable Energy Strategy related to the 2021 budget.

Advocating as a Bcorp, Insitutek works with its stakeholders (including competitors) to improve our behaviour and performance on social and environmental issues working with other industry players on a cooperative initiative on relevant social and environmental standards for our industry.

Insitutek also maintains a "Giving Back Register" to record and celebrate our commitment to community and social responsibility. This register logs the hours completed pro bono by our employees each month, as well as any other gifts of product or cash donations made. This initiative underscores our dedication to giving back to the communities in which we operate and highlights our belief in contributing positively beyond our business operations. One of the initiatives we championed is the adoption of Intelligent Compaction, a technology that makes the compaction process more sustainable.

The change towards a more sustainable society and economy is driven by people who take responsibility, think and act positively. Therefore, we promote and empower our employees, and we motivate our partners to also commit themselves to change and sustainability.

Partnering for Change

Transparency is a prerequisite for fostering trust and long-term relationships. Insitutek regularly engages with a wide range of stakeholders and business partners to integrate different perspectives, understand global trends, and mitigate risks. Engaging in a dialog means respecting the stakeholders, contributing with Insitutek's expertise and knowledge, and the opportunity to learn from the partners' perspectives. Each dialog starts with providing transparent information. This helps stakeholders to form an educated opinion, to assess risks, and to avoid misunderstandings by building trust. Furthermore, continuous trustful stakeholder relationships contribute to solving existing tensions and avoiding potential conflicts.

Key suppliers contributing to Insitutek's Sustainability values

Insitutek works with a small number of supplier partners. We want to continue working with partners that see the importance of contributing positively to the environment through the make-up of their products and processes. Insitutek screens and evaluates significant suppliers for social and environmental impact as well as environmental practices and performance. Compliance with all local laws and regulations, including those related to social and environmental performance is considered, good governance, including policies related to ethics and corruption, positive practices beyond what is required by regulations (e.g. environmentally friendly manufacturing process, excellent labour practices) and third-party certifications related to positive social and environmental performance is measured.

Leveraging our Role in Civil Construction

Although a smaller business, we recognised we could make an impact in two ways:

- Direct action in how we do business
- Using influence within the civil engineering and construction industries

One example of our direct action has been the introduction of TERRA-3000®. In mid 2021, we became an authorised reseller for TERRA-3000®, a product to stabilise clay soils and deliver sustainable, long term ground improvement.

The presence of clay is viewed by pavement designers as a risk to be mitigated. Pavements constructed on expansive clay sub-grades, universally suffer from clay soil heave (which is the expansion of clays due to the ingress of water). Commonly, pavement designers address this risk with a range of techniques such as remove and replace, lime or cement stabilisation, the use of membranes to prevent moisture migration within the sub-grade, and additional drainage.

TERRA-3000® is a low carbon, water soluble, non-leaching, safe to handle soil stabilisation solution delivering long lasting soil improvement, a stark contrast to the carbon intensive and environmentally unfriendly lime and cement traditionally used for stabilisation.

Instead of removing and replace, many clay soils can be treated in situ. TERRA-3000® permanently and irreversibly breaks down the capillary action of water within the cohesive fines during treatment. Also, with appropriate compaction, treated soil particles can more closely associate.

Taking Care of our Environment

As Insitutek only lease space, <20% percentage of company facilities (by area) is certified to meet the requirements of an accredited green building program. Insitutek collaborates with the landlord to enhance water efficiency and implement waste reduction programs, including recycling initiatives. In May 2021, we re-located the business from Melbourne, VIC to the Sunshine Coast, QLD, where we are self sufficient for water, harvesting rain water for all our needs.

Insitutek encourages good environmental stewardship in how employees manage their virtual offices having a written policy encouraging environmentally preferred products and practices in employee virtual offices (e.g. recycling) and a policy in place for the safe disposal of e-waste and other hazardous materials purchased for employee home offices.

Insitutek provides an environmental management system (EMS) covering waste generation, energy usage, water usage, and carbon emissions that are included in our policy statements documenting our organization's commitment to the environment, an assessment undertaken of the environmental impact of our organization's business activities and stated objectives and quantifiable targets for environmental aspects of our organization's operations.

Insitutek has opted to enhance its energy plan by subscribing in GreenPower, a government-accredited program managed by Origin. Through a nominal monthly fee, Origin matches our energy consumption by returning an equivalent amount of renewable energy to the grid from accredited Australian projects. This proactive approach not only effectively offsets our energy usage year-round but also actively supports and promotes accredited renewable energy initiatives. Together, these efforts highlight our commitment to responsible corporate citizenship and sustainable operational practices.

Insitutek has made use of energy conservation systems and efficiency measures for our corporate facility in the past year through windows providing natural light and use of CF bulbs.

Insitutek prioritises reusing packaging materials received with goods for sending out other items, including paper, cardboard, and plastic. Some of our materials are recyclable or biodegradable.

Insitutek has policies in place to reduce the environmental footprint caused by travel/commuting as our facility allows for the use of public transportation, biking, or cleaner burning vehicles and employees are encouraged to use virtual meeting technology to reduce in person meetings.

Insitutek have adopted the technique of utilising freight or shipping methods with lower environmental impacts (e.g. avoiding air shipment) to minimize the transportation-related environmental impact of our distribution and supply chain.

Insitutek makes the conscious effort to purchase environmentally preferred products for the majority of our corporate facilities including non-toxic janitorial products and recycled/environmentally preferred office supplies (paper, pens, notebooks).

Decarbonization

Insitutek's scope 1,2 and 3 emissions

According to the GHG-Protocol, emissions are classified to 3 scopes: Scope 1 emissions cover all direct emissions from a company's activities or activities under their control, including fuel combustion on site, e.g. from burning coal and own vehicles. Scope 2 emissions cover indirect emissions from electricity and heat purchased and used by the company. Scope 3 emissions are defined as all other indirect emissions from activities of the organization, occurring from sources that they do not own or control and covering emissions along the value chain, for example purchased goods and services such as chemicals and logistics.

As a result of subscribing to GreenPower, Insitutek has achieved a notable reduction in indicative greenhouse gas emissions for Scope 2, lowering it to zero tonnes. This substantial decrease highlights Insitutek's steadfast commitment to sustainability and reducing its carbon footprint. Moreover, our current Carbon Intensity for Scope 2 has significantly diminished as a direct outcome of this initiative, reflecting our proactive approach to environmental stewardship and operational efficiency.

Insitutek's Carbon Footprint

Insitutek measure outputs that we have identified and defined to assess our progress toward achieving our social and environmental goals. A key focus area includes measuring our carbon footprint and implementing measures to offset carbon emissions.

Our carbon footprint tracking included business travel such as flights and vehicle travel. We then collated all relevant information on packages we had sent out or received, coming in or being delivered domestically or internationally, calculating the distance that the package travelled via truck or plane as well as considering its size/weight.

We used the following calculators to determine the offset emissions for these deliveries and travel distance:

Google Maps: <https://www.google.com/maps>

Distance Calculator: <https://www.distance.to/>

Cargoson CO2 Calculator: <https://www.cargoson.com/en/tools/co2-calculator>

Carbon Positive Australia Calculator: <https://carbonpositiveaustralia.org.au/carbon-footprint-calculator/>

Where we were unable to establish data for a given activity, we made an informed estimate. We recognised how important it is to improve our record keeping and capture this information close to the time of the activity, rather than pulling it together months later.

2021 Calendar Year Carbon Footprint:

Flight travel:

TOTAL: 37,264.17 km

7.87t CO2

*4.67t more than previous year

Car travel:

TOTAL: 29,320.56 km

0.13t CO2

*2.16t less than previous year

Package deliveries:

TOTAL: 697,443 km

50.03t CO2

*12.50t more than previous year

Energy usage: Origin energy

TOTAL: 1,752 kWh

0t CO2

*4.27t less than previous year

Total House Footprint = **58 tonnes** of CO2

*11 tonnes of CO2 more than previous year (2020)

Our business also experienced significant growth during 2021, resulting in more freight.

Carbon Offsetting

At Insitutek, we uphold respect for the environment as one of our core values in managing our business. We are dedicated to operating with a purpose that transcends profit, focusing on generating benefits for all stakeholders, including employees, clients, suppliers, communities, and the environment. Our decisions are driven by the desire to make a positive impact while meeting the highest standards of social and environmental performance, transparency, and legal accountability. By balancing purpose and profit, we leverage the power of business to build a better, more sustainable economic system that puts people and the planet first.

As part of this commitment, we are pleased to offset our remaining carbon footprint through emissions reduction and the purchase of Australian Carbon Credit Units (ACCUs). We have engaged in the Extended Impact initiative **by Tasman Environmental Markets (TEM)**, which combines carbon credits from the April Salumei Rainforest Conservation project in Papua New Guinea with Biological Diversity Units (BDUs) from various conservation efforts across Australia. These initiatives encompass the Budgerum Grassland Protection project in Victoria, the Alleena Woodland Protection project in New South Wales, and the Coorong Lakes Protection project in South Australia.

The **April Salumei project** conserves **603,712 hectares** of tropical rainforest in Papua New Guinea, preventing the release of approximately **22.8 million tonnes** of greenhouse gas emissions. This project not only addresses climate change but also supports local indigenous communities and protects vital biodiversity in the region. By purchasing carbon credits from this **REDD+ certified project**, Insitutek ensures that our emissions are fully offset while also contributing to the preservation of critical ecosystems.

In Victoria, the **Budgerum Grassland Protection project** safeguards the critically endangered Natural Grasslands of the Murray Valley Plains, home to over **107 plant species**, including the threatened **Chariot Wheels** and **Bristly Love-grass**. This conservation effort also protects vulnerable bird species such as the **Plains-wanderer** and **Little Button-quail**, along with other fauna like the **Fat-tailed Dunnart** and **Tree Goanna**.



Natural Grasslands of the Murray Valley. Image sourced from Tasman Environmental Markets (TEM).

In New South Wales, the **Alleena Woodland Protection project** conserves **497.58 hectares** of woodland in the Riverina region. This area serves as a designated conservation reserve that provides habitat for threatened bird species such as the **Brown Treecreeper** and **Dusky Wood swallow** while preserving vital ecological communities. By ensuring permanent protection through a Conservation Agreement with the **NSW Biodiversity**

Conservation Trust (BCT), this project enhances biodiversity and habitat connectivity for endangered species.



Alleena Woodland. Image sourced from Tasman Environmental Markets (TEM).

In South Australia, the **Coorong Lakes Protection project** is managed by Cassinia Environmental in collaboration with the **Ngarrindjeri people**. This initiative actively conserves the unique wetlands and ecosystems of the Coorong Lakes region, offering legal protection and sustainable management practices that safeguard the region's biodiversity.



Coorong Lakes. Image sourced from Tasman Environmental Markets (TEM).

Through these projects, Insitutek has offset **100%** of its greenhouse gas emissions. We purchased and retired **175 units** of certified carbon credits, ensuring that our environmental impact is neutralized. In doing so, we align with Australia's **Climate Active Program** and TEM's **VERRA Voluntary Carbon Standard (VCS)** requirements, further demonstrating our commitment to both environmental stewardship and community development. As we continue our environmental journey, Insitutek remains dedicated to using business as a force for good, ensuring that the decisions we make benefit all stakeholders and contribute to a more sustainable and equitable future.

Read more here:

https://online.tasmanenvironmental.com.au/product/png_vic_forests/
<https://wilderlands.earth/projects/budgerum/>
https://online.tasmanenvironmental.com.au/product/png_nsw_forests/
<https://wilderlands.earth/projects/alleena/>
https://online.tasmanenvironmental.com.au/product/png_sa_forests/
<https://wilderlands.earth/projects/coorong-lakes/>

This certificate verifies that

Insitutek Pty Ltd

has protected

175m²

of critical habitat for biodiversity by purchasing and retiring
175 Biological Diversity Units

16/07/2024

Date of Issue



Registrar Certification

Biodiversity Units supplied by



WILDERLANDS

Our vision is a world where people value earth's natural ecosystems and work together to nurture biodiversity so that future generations can continue to be enriched, enlightened and inspired by Nature.

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Certificate Details

Units purchased and retired by: Insitutek Pty Ltd

Number of units: 175

Registrar: Vegetation Link Pty Ltd

Units supplied by: Wilderlands

VegetationLink Order ID: 243c5e12-2721

Date and time of issue: 16/07/2024 11:57 AM AEST

Serial number(s):

Grasslands Unit(s):

C1662_03-1C-70795-70859

Wetlands Unit(s):

NVS-2022/4004/182-7-187247-187304

Woodlands Unit(s):

CA0507_1A-25556-25607