



Environmental Policy

This Environmental Policy applies to all Employees of the business.

The objective of the policy is to provide a framework for the business to manage its environmental responsibilities and ensure compliance.

The requirement is for all staff to comply with Environmental Policy.

Procedures (not required)

Purpose

The purpose of this policy is to provide a framework for Sydney Drafting Concepts and Designs to manage its environmental responsibilities and ensure compliance with all relevant Australian laws, regulations, and standards. This policy aims to guide the company in making environmentally responsible decisions, reducing our ecological footprint, and fostering a culture of sustainability within the organisation.

Objective

The objectives of this policy are:

- **Compliance:** Adhere to all relevant environmental laws, regulations, and industry standards in Australia.
- **Resource Management:** Optimise the efficient use of resources, such as energy and water, and minimise waste generation through reduction, reuse, and recycling initiatives.
- **Pollution Prevention:** Implement measures to prevent pollution and reduce emissions, including greenhouse gas emissions, in line with Australia's national and international commitments.
- **Biodiversity and Ecosystem Conservation:** Protect and conserve biodiversity and ecosystems by minimising the potential impacts of our operations on the environment.
- **Continuous Improvement:** Regularly review and update our environmental management practices to ensure continuous improvement and incorporate the latest developments in environmental management and technology.
- **Employee Engagement:** Encourage and support employees to be proactive in identifying and implementing environmental initiatives and promote a culture of environmental responsibility within the organisation.
- **Communication and Transparency:** Communicate our environmental performance and policy commitments to stakeholders, including employees, customers, and suppliers, and engage with relevant stakeholders in the development and implementation of this policy.

Policy Requirements

- Establish and maintain an Environmental Management System (EMS) in line with the ISO 14001 standard to ensure a systematic approach to managing our environmental responsibilities.
- Develop and implement environmental management plans, procedures, and guidelines for each business unit, facility, or project, aligned with this policy and relevant laws and regulations.
- Conduct regular environmental risk assessments to identify and mitigate potential environmental risks associated with our operations.
- Set and review measurable environmental targets and objectives annually, to track and report on our performance against these targets.

- Train and educate employees on environmental management practices, legal requirements, and the company's environmental policy and objectives.
- Require all suppliers, contractors, and partners to comply with this policy and relevant environmental laws and regulations and encourage them to adopt environmentally responsible practices.
- Regularly review and update this policy to ensure it remains relevant and effective in managing the company's environmental responsibilities.

Sydney Drafting Concepts and Designs is dedicated to achieving the objectives of this Environmental Policy and invites all employees, suppliers, and stakeholders to actively contribute to the ongoing improvement of our environmental performance. Together, we can make a meaningful impact on the environment and create a sustainable future for generations to come.

The Director is responsible for communicating the Environmental Policy to all persons working for or on behalf of the organisation and making it available to interested parties.