

## **ENVIRONMENTAL/SUSTAINABILITY POLICY**

Slade Group has a clear and ongoing commitment to environmental care, sustainability and responsibility. We have undertaken a number of initiatives to reduce our environmental impact.

### **Background**

Slade Group is a professional services firm that operates in an office-based environment.

### **Tenancy**

Slade Group's head office is located in a building with a NABERS Energy Rating of 4 out of 5. This office sources 50% GreenPower from Energy Australia's PureEnergy options, which matches the energy our business uses with energy from government accredited renewable sources such as solar, wind, hydro and biomass. Our office uses T5 energy efficient power saving fluorescent tubes. Sensor lights are fitted to common areas and air-conditioning and lighting systems are turned off after hours. The office displays water saving signs in bathrooms.

### **Operations, equipment and amenities**

As part of our business operations, we have a procurement policy which states that all office equipment (MFDs, computers and kitchen appliances) leased or purchased must be selected on the basis of energy efficiency rating.

During business hours, all computers and MFDs that are not in active use can be set to standby mode to reduce electrical consumption and our overall carbon footprint. Daily checks are carried out to ensure all equipment and appliances are turned off at the end of each business day and over the weekend.

Our procurement policy also states that wherever possible, office stationery must be purchased from recycled product, especially printing and copying paper. At present 100% recycled copy paper is used in all printers and copiers. Electronic filing is encouraged across the business where possible to reduce printing and waste. Slade Group is in the process of launching e-signature enabled digital forms which eliminates the need for clients, candidates or staff to print off forms for signing.

Filtered water taps eliminate the need for bottled water and glassware, cutlery and crockery are provided in amenities in place of disposable items.

### **Recycling**

All office waste is carefully segregated for optimal recycling. Clearly labelled bins including secure paper shredding recycling bins and comingled (paper, glass, plastic) recycling bins are provided in all common areas to ensure optimal recycling. This encourages employees to recycle all paper, cardboard, glass bottles, jars, soft drink cans, clean aluminium foil, plastic soft drink, water, milk bottles and cartons. Signs in common areas remind staff of what can and cannot be recycled. Disposable items that cannot be recycled (eg. food waste) can be placed in general bins located in common areas.

### **Travel and transport**

Our offices are easily accessible by public transport (bus, train and tram) and Slade Group encourages staff to use public transport for all city travel during business hours and wherever practical outside business hours by providing travel passes (eg. MYKI cards). When necessary to drive, our staff have access to a pool of shared company cars to minimise the use of personal vehicles for business travel. This has reduced taxi use during business hours by 60% since 2008. On-site video conference facilities for meetings further minimise unnecessary travel.