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Environmental Sustainability Policy

PACIFIC SOLUTIONS PTY LTD

Trading as Expedict, Pacific Transcription and Sterling Transcription

ID: PTPol 015 **Version: 1.1**
Owner: Anja van Swinderen **Updated: 28/02/2023**

1 Introduction

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of Pacific's mission.

Pacific Solutions Pty Ltd trading as Pacific Transcription, Sterling Transcription, and Expedict (Pacific) accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the Australian social discourse.

Pacific aspires to minimise its impact on our 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 all employees and contractors.

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all of Pacific's activities and to establish and promote sound environmental practice in our operations.

2 Policy

Pacific commits itself to minimising its impact on our environment through

- Providing a safe and healthful workplace
- Having an environmentally sustainable aware culture
- 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
- Conducting internal audits of the implementation of this policy
- Enhancing awareness among our employees – educating and motivating them to act in an environmentally responsible manner.

3 Responsibilities

It shall be the responsibility of Management to establish and maintain policies and procedures and to bring these procedures into effect.

It shall be the responsibility of the Managing Director to ensure implementation of these policies and procedures.

Procedures

1. Pacific will develop guidelines for staff and contractors to adopt sound environmental work practices.
2. Pacific will act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities, and inform affected parties as appropriate.
3. Pacific will use reasonable endeavours to reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.

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4. Pacific will use all reasonable endeavours to ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
5. Pacific will use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly. (See Acceptable Use Policy)
6. Pacific will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Pacific will use all reasonable endeavours to contribute to the maintenance and increase of biodiversity through its management of its landholdings.
8. Pacific will use reasonable endeavours to ensure that every employee and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

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