Environmental Sustainability Policy

INTRODUCTION

This document outlines Unearth Talent's Environmental Sustainability Policy. The principles and practices applied in this policy will make a significant contribution to our environmental sustainability program — including the control and management of environmental risks and the improvement of environmental performance.

OBJECTIVES

The objective of this policy is to improve Unearth Talent's environmental performance in all areas of its business.

ENVIRONMENTAL POLICY STATEMENT

Our Environmental Management Commitment

Unearth Talent's business and cultural philosophy is built around making a positive connection and impact in the environments in which we work. The land we work on should be respected, and cared for. In turn, the land will respect and care for us. So environmental management will:

- foster the sustainable use of the Earth's resources, actively following the example of other Indigenous peoples, walking lightly to minimise our impact on the land, sea and water ways
- connect with our environment, to influence better practice into our core business plans and management processes, and general business culture
- undertake responsible resource management practices that aim to prevent pollution and reduce waste. This includes ensuring we source our goods and services from people and organisations who also have positive environmental policies
- comply with all relevant environmental legislation, regulations, planning policies, reporting requirements and related initiatives
- explore best practice and innovative environmental management approaches for all our systems, with emphasis on technology and infrastructure, and
- work with our clients, customers and stakeholders to ensure that we meet their environmental management needs.

SUSTAINABILITY MANAGEMENT

The Unearth Talent will manage, and attempt to further minimise, its environmental impact in four primary ways. The table below outlines those four elements and indicates some key areas of focus for the organisation in its goal to achieve best practice.

SUSTAINABILITY ELEMENT	INITIATIVES AND EXAMPLES
Developing systems, including ICT systems that minimise our environmental impact	Promoting different ways of working (eg home based, remote etc) that result in a lower business "footprint" Promoting e-learning as an option to minimise travel and time wastage

SUSTAINABILITY ELEMENT	INITIATIVES AND EXAMPLES
	Developing other online business services for use by our clients, customers and staff
	Utilising other networks and systems that share resource outlays
Management of our supply chain by seeking environmentally sustainable options	Sourcing materiel from organisations with an active commitment to sound environmental practice
	Requiring major providers to confirm their commitment to environmental sustainability and improvement
	Sourcing fair or free trade products wherever possible
	Reviewing options for sourcing environmentally sustainable product when replacing current office furniture, vehicles etc, or when renewing contracts for supply of goods and services.
Avoiding unnecessary consumption in all areas of our business	Reducing printing and hardcopy materials
	Reducing office disposables
	Developing e-learning options with online resources
	Reducing office footprint and ensuring maximum energy efficiency in all equipment purchased
	Using vehicles with lower emissions and fuel consumption
	Minimising travel and when travel is required, choosing options that minimise our carbon footprint or that have, as a minimum, carbon offset possibilities.
Maximising product utilisation	Ensuring that all products purchased are compatible with existing infrastructure (where possible)
	Sharing resources
	Lengthening replacement cycles for office and technology products
	Ensuring sound recycling and waste management practices
	Donating or passing down obsolete equipment

Last reviewed on the 1st of July, 2022

SUSTAINABILITY CULTURE

All staff and others working with Unearth Talent are expected to assist in the management of our sustainability and environmental initiatives.

This policy is further expanded upon in our business planning, risk management and general corporate policy framework. It is linked to our procurement, recruitment, and financial systems of work, and forms an integral part of our ICT planning process.

ATTACHMENT A LEGISLATIVE AND POLICY AUTHORITY
LEGISLATION

Unearth Talent is working towards compliance with ISO 14001 and manages its environmental sustainability programs in accordance with and/or advised by the following:

- ISO14001: international standard that specifies requirements for an effective environmental management system (EMS).
- Environment Protection and Biodiversity Conservation Act 1999 (Cth)
- National Waste Policy: Less Waste, More Resources – Strategy 2 (sustainable procurement)
- Energy Efficiency in Government Operations Policy (2006)
- Australian Government ICT Sustainability Plan (ICTSP) 2010-2015
- Commonwealth Procurement Policy Framework and Guidelines
- State Government Environment Protection Legislation and Regulations, as required for and by state-based customers

RELATED POLICIES

This policy supports and is complemented by, but not limited to, the following Unearth policies and procedures:
- Procurement
- Financial Management
- Risk Management
- Recruitment and Screening
- Quality and WHS
- Induction
- Corporate Plan
- Contracting