



# ENVIRONMENTAL POLICY

In recognition of the importance of contributing to a healthier environment through a reduction of waste and the promotion of environmental sustainability, KTR Electronics (the Company) is committed to adopting necessary measures in its day-to-day work practices which aim to minimise our impact on the environment and reduce risk to the health, safety and welfare of employees, clients, suppliers, the wider public and anyone else who may be affected by our business operations.

## **Accountability**

All members of the Company share the responsibility for promoting environmental sustainability through everyday work practices.

## **Employers Commitment**

The Company's commitment to environmental sustainability is illustrated in the following management processes. At all times management will:

- Comply with environmental legislation, regulations, standards and codes of practice relating to the particular communities and on particular client sites in which we work
- Consider the impact of processes and practices on the environment in the decision making stages of planning and managing operations, activities and projects and where reasonably practicable make adjustments to planning and adopt process solutions which are demonstrative of the company's commitment to environment sustainability
- Promote and encourage environmental awareness and provide training on workplace practices in line with environmental responsibilities
- Provide resources which facilitate environmentally friendly practices in line with this policy
- Continue to encourage and be open to feedback and participation from employees in the management of environmental impact
- Collectively continue to monitor the environmental work practices and ensure employees are acting in accordance with their responsibilities
- Re-assess processes periodically to ensure they remain effective and up-to-date and adopt new environmental practices where reasonably practicable
- Offsets the carbon emissions of its company fleet by planting native forests around Australia with Greenfleet

- Supports the following environmental initiatives;
  - Earth Day/Earth Month by encouraging staff to take part in earth hour, as well as park/beach rubbish collections, recycling drives and composting projects.
  - Plastic Free July; by hosting a plastic-free morning tea in July, encouraging all staff to use a reusable coffee mug and avoiding single use water cups by not supplying them for the companies water fountain.

### **General Workplace Practices**

In order to reduce our carbon footprint, we ask our employees to observe the following:

- Observe and use recycling bins for recycled products;
- Transition from paper-based documentation to a paperless cloud based system;
- Regularly review electrical equipment and service or replace parts which are energy efficient.
- Use green cleaning products;
- Recycle batteries, mobile phones and ink-cartridges in an environmentally safe manner;
- Turn off un-used machinery and equipment and ensure light switches are turned off when exiting an un-occupied room;
- Where possible carpool or ride a bicycle to work in order to reduce carbon emissions
- Recycle e-waste
- Review and re-evaluate options for greener lifecycle products and services
- Workers have been informed and consulted of environmental practices as part of ISO 1400:2016



Michele Birtchnell

**Director**

on behalf of KTR Electronics Pty Ltd

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**\*\* UNCONTROLLED WHEN PRINTED\*\***