

DUNCAN YOUNG CONSULTING

leadership & communication

ENVIRONMENT AND SUSTAINABILITY POLICY

Duncan Young Consulting Pty Ltd (DYC) acknowledges and pays our respects to First Nations knowledge holders and recognise the unceded lands on which we live, work and learn.

DYC 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.

DYC 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 staff, clients, and users at all levels.

DYC is committed not only to complying with applicable law in all its operations but to minimise risks and impacts through the development of systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

This Environmental Sustainability Policy formalises our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our lives and our work.

The aim of our Environmental Sustainability Policy is to:

- implement environmental actions within the company.
- monitor the environmental actions and improvements internally.
- communicate environmental initiatives internally and externally.

Scope

This policy and associated procedures apply to all directors, staff and contractors working for the company.

Policy

DYC respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and take actions to prevent degradation of those natural systems.

DYC believes it has a corporate responsibility to minimise harmful environmental impacts which extends beyond the DYC brand.

We are committed to continually improving our environmental performance and effectively manage significant environmental impacts. At SEC we are committed to complying with relevant Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation by:

- Acting 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.
- Providing a safe and healthy workplace.
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood.
- 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 company.
- Participating in efforts to improve environmental protection and understanding.
- Taking steps to improve environmental performance continually.
- Conducting rigorous audits, evaluations, and self-assessments of the implementation of this policy.
- Working with suppliers, contractors and clients who promote sound environmental practices
- Enhancing awareness among our employee and clients; educating and motivating them to act in an environmentally responsible manner disposing of hazardous waste (including EPA's list of prescribed industrial waste), trade waste (i.e., waste added to the sewer) and wastewater.

Procedure

Duncan Young Consulting will set targets each year to increase energy and water efficiency and seek opportunities for reducing and recycling waste.

Duncan Young Consulting commits to the following principles and practices and communicates this policy to all employees, contractors and other stakeholders:

- Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.
- Will use all reasonable endeavours to reduce the consumption of natural resources in daily operations, including water, paper and energy.
- Will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
- Maximising the recycling of resources and investigate ways to reduce consumption or recycle waste.
- Publish monthly energy and water use on the staff notice board including savings made, and report on greenhouse gas emissions.
- Give preference to maintenance and other contractors using green products.
- Buy electrical and lighting systems rated as energy efficient.
- Buy appliances rated as water efficient and buy plumbing devices (e.g., taps) with built-in flow restrictors in kitchen and washing up areas, or add these to existing fittings.
- Disposing of waste appropriately, including e-waste at designated e-waste centres.
- Committing to the principles of preventing pollution to the environment and continual improvement.
- Minimising pollution by taking steps to limit carbon emissions resulting from vehicle travel.
- Where possible, encouraging suppliers to meet high standards of environmental performance.
- We will use reasonable endeavours to, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
- Reviewing this policy annually and measuring targets and performance as part of that review.
- In the Duncan Young Consulting Office ensure all printers and photocopiers are set to double-sided printing where possible.
- Work with our employees, industry bodies and government to herald any new waste management concepts and support initiatives from key stakeholders and suppliers.
- Keep up-to-date with strategies and recycling industry improvements – adapt, adjust and improve your recycling efforts and strategies.
- Reduce use of packaging material, or where required ensure the material is reused or recycled.

DYC reserves the right to update this Environmental policy at any time without notice, in order to address changed circumstances or legislation or improve environmental and sustainable practices. You may obtain a copy of the current version of the Environmental policy by contacting DYC.