

## ENVIRONMENTAL SUSTAINABILITY POLICY

Policy number	POL026	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

### INTRODUCTION

The Union 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, elected officials and members at all levels.

### PURPOSE

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

### POLICY

The Union commits itself to minimising its impact on our environment through:

- Providing a safe and healthful workplace;
- 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;
- Participating in efforts to improve environmental protection and understanding;
- Using our own professional expertise, where possible, to assist in the development of solutions to environmental problems;
- Annually evaluating the implementation of this policy as part of its Annual Report;
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our employees, elected officials, and members – educating and motivating them to act in an environmentally responsible manner.

### AUTHORISATION

Secretary  
AEU ACT Branch

## ENVIRONMENTAL SUSTAINABILITY PROCEDURES

Procedures number	PROC026	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

### RESPONSIBILITIES

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

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

### PROCEDURES

In order to implement this policy the Union will:

1. Develop clear guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.
2. Act promptly and 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. Where feasible, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. 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. In its operations, minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. In its operations, conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Where appropriate, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
8. Meet or exceed all applicable government requirements for environmental sustainability in its area of operation,
9. In order to continually improve its environmental management system, annually evaluate the implementation of this policy as part of its Annual Report;
10. Maintain an open and honest dialogue with staff, elected officials and members about the environmental, health and safety performance of its operations and services.
11. Ensure that every employee and elected official is informed of and requested to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.
12. Include in its criteria for selection of suppliers and contractors their environmental performance.
13. Consider not investing in companies whose business operations conflict with, or detract from, the environmental objectives of this policy.

Final version approved by Branch Executive – 12 November 2013

## **RELATED DOCUMENTS**

- Relevant government legislation and regulations
- AEU ACT Branch Code of Ethics Policy (POL001)

## **AUTHORISATION**

Secretary  
AEU ACT Branch

