

## Environmental Policy

Policy Number	1009		
Policy Date	20/6/2022	Review Date	20/6/2024
Version	1.02		

## Purpose and Scope

This policy sets out how we manage our approach to being a sustainable business. It applies to all Total Group employees.

Total Group has demonstrated its commitment to the sustainability of our environment with the implementation of the environmental management system. The system is about continually working to protect, improve and enhance the natural environment, lifestyles, cultures and heritage of the business through the incorporation of ecologically sustainable development principles across all areas of operation. Total Group seeks to engage clients, employees and suppliers to ensure environmental priorities are determined and to minimise negative environmental impacts of the operation.

## Our Policy

Total Group aims to be recognised in the field of environmental management as a proactive, innovative and dynamic contributor. To this end, the Company will motivate and train its staff to promote an environmentally responsible culture that maximises the effective use of Company resources.

## Objectives

Total Group has committed to the environmental management system by:

- Meeting requirements of Toitu environmental accreditation
- Ensuring compliance with Resource Management legislative & other requirements
- Reducing pollution by implementing waste minimisation processes
- Actively assist clients to minimise water usage
- Actively assist clients to minimise waste going to landfill
- Actively encourage the purchasing of environmentally friendly products

- Ensuring continual improvement of the Environment System through ongoing review of the Objectives & Targets
- Providing an environmentally friendly workplace at Total Group's offices.

The Total Group Environmental objectives will be achieved by adopting the following strategies:-

- Proactively increasing environmental awareness for all employees & clients through the development and implementation of educational tools pertaining to waste diversion (i.e. brochures, signage).
- Providing ongoing training for employees on updated environmental guidelines, findings and innovation.
- Conducting Environment Committee meetings twice per year to review Total Group's objectives, targets and new initiatives.
- Implementing Five Step Recycling Programme in sites with low landfill diversion rates.
- Educating clients on innovative environmental products that will assist in improving their carbon footprint (i.e. waste monitoring system).
- Ensuring that contractors meet the Total Group "Approved Supplier" criteria
- Minimising water usage on sites by using chemical dispensing units, micro fibre cloths, & where possible special tap fittings.
- Providing feedback to staff & clients regarding waste diversion.
- Minimising electrical power usage at Total Group's offices.
- Recycling cleaning materials & equipment where possible.
- Using biodegradable and environmentally certified cleaning products where possible.
- Increasing profile among existing clients as a 'one stop shop' for improving waste diversion (i.e. audits, brochures, signage, recycling bins)

## Responsibilities:

Under this policy, employees are responsible for:

- Carrying out their work in line with this policy and associated procedures;
- Challenging any behaviour that falls short of the expectations of this policy; and
- Identifying any breaches of this policy and reporting them to their line manager.

The Operations Manager and Area managers will be responsible for:

- Administering this policy on behalf of the General Manager; and

# Total Group Policy

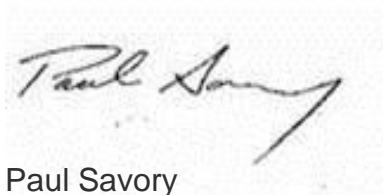
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- Ensuring that this policy and supporting strategies and procedures are distributed, implemented and complied with; and
- Implementing and enforcing the processes and procedures;
- Ensuring that their people are aware of their responsibilities and receive appropriate training.

This policy will be reviewed annually or more frequently if required to take account of new legislation and organisational changes.

## Authorised by:

Signed:

A handwritten signature in black ink that reads 'Paul Savory'.

Name:

Paul Savory

Title:

General Manager