

Environmental Policy

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Lavender* Environmental Risk Management System

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Purpose

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The purpose of this Environmental Risk Management System is to ensure Lavender* is consistently working to reduce its environmental impact to ensure environmental best practice is achieved. Lavender* recognises the extreme importance of sustainable environmental practices and is committed to implementing all possible strategies to guarantee this within our business activities.

Governing Principles

This Environmental Risk Management System is a vital tool that is reviewed on a regular basis, and fully prepares Lavender's business to meet the challenges that arise in operating in an environmentally sustainable manner. The following principles govern this policy to allow Lavender* to achieve what is outlined in this statement. Lavender* is committed to:

- Legal compliance: Lavender* will ensure that all legal implications of their environmental practices are considered to guarantee compliance
- Product stewardship: Lavender* will consider all components of campaigns offered to clients and their potential for environmental degradation to minimise negative environmental impact

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- Continual improvement: Lavender* is committed to constant assessment and re-design of all environmental practices and strategies implemented by the business to facilitate best practice
- Sound and ethical treatment of workforces: Lavender* is committed to the use of suppliers with sound and ethical workplace practices
- Involvement and communication: Lavender* works to involve all employees and suppliers in their mission to conduct their business practices in an environmentally sustainable way and making it part of their corporate culture through training and constant communication

Environmental Mission Statement

To recognise and fully understand all facets of Lavender's environmental impact in both day-to-day and long-term activities and implement strategies to minimise any detrimental effect.

Objectives

Lavender* has set the following key conditions in order to work towards achieving this Environmental Vision.

- Reduce, reuse and recycle whenever possible
- Preferred purchasing of environmentally friendly products
- Use of suppliers with sound and ethical workplace practices
- Instilling environmental responsibility and care as a corporate value

Lavender* Environmental Risk Management Policy

As part of its commitment to exceptional corporate citizenship, Lavender* is dedicated to minimising its direct and non-direct impact on the environment through a sound environmental policy embraced by all stakeholders. Lavender* has pledged continuous improvement of its environmental performance across all business activities.

As part of this commitment Lavender* will:

- Encourage clients and suppliers to choose environmentally friendly options whenever possible
- Educate and communicate with all stakeholders on a regular basis, particularly employees, about the importance of green practices and environmentally friendly business activities

- Promote the use of recycled or recyclable materials not only internally but also to external suppliers and clients
- Participate in industry wide initiatives for the protection of the environment led by any appropriate government or industry body and actively seek these initiatives
- Comply with all legal and regulatory environmental requirements as well as industry best practice
- Establish programs such as green purchasing to achieve pre-determined environmental targets and objectives. This will involve quarterly meetings of key stakeholders to determine new programs and assess current successes and learning's
- Continually work to reduce pollution and energy consumption

Current Measures Implemented by Lavender*

Lavender* has already taken substantial steps towards conducting business activities in the most environmentally sustainable manner possible. The following are current strategies in action on a daily basis.

The Lavender* Brand

Environmental Concern	Strategy
Culture	Lavender* strives to operate at the optimal level of environmental awareness and consideration. These values are at the core of our company culture
Waste Minimisation	Lavender* is working towards a zero waste to landfill strategy and will work with clients and suppliers alike to ensure that these options are adopted wherever possible

People

Environmental Concern	Strategy
Waste Minimisation	Lavender* has a strong recycling policy with all employees trained about recyclable materials and recycling procedures
Waste Minimisation	Lavender* provides employees with recycling bins for paper and a central recycling point exists on each floor for glass, plastics and tin
Reduction in Carbon Emissions	When possible company travel is Carbon Offset
Reduction in Carbon Emissions	Employees are encouraged to cycle or walk to work with bike racks and shower facilities provided

Culture	The 'Lavender* Green' programme has been established by staff, with a core team meeting to discuss and action environmental change within the workplace
Culture	Community Service Leave; employees are provided with one days paid annual leave each year where they are encouraged to undertake an act of environmental or community service
Culture	New employees to Lavender* are given an induction on the Lavender* environmental policy.
Future Improvement	To ensure environmental strategies are being constantly addressed, an Environmental Protection Agent has been nominated within the company to run quarterly assessment meetings

Information Technology

Environmental Concern	Strategy
Waste Minimisation	Australian Toner Supplies is engaged to recycle all used printer cartridges. Reducing the environmental impact of new manufacturing
Waste Minimisation	Redundant computer waste is collected by eWaste to reduce landfill and harmful technological waste
Waste Minimisation	Employees are encouraged to share documents on screen or on the server to reduce printing
Waste Minimisation	Employees are requested to print non-official documents to the 'green' tray of the printer stocked with recycled paper
Waste Minimisation	Lavender* uses Reflex Australian made mixed source and FSC accredited paper to minimise the environmental impact of necessary printing
Waste Minimisation	An email footer encourages employees and other stakeholders to consider the environment before printing
Energy Efficiency	By consolidating and virtualising servers, Lavender* have merged its IT workload onto fewer servers minimising power consumption
Paperless Office Environment	Lavender* has introduced Scan and Fax to E-mail to reduce paper use. Implementing this with the virtualisation of servers Lavender* has cut its paper use by 40% over a 2 month period
Energy Usage Reduction	All computers are configured to powerdown the hard disk after 30 mins of being idle
Energy Usage Reduction	Staff are encouraged to switch off computers at night. If they are left on, shutdown is automated at 10pm every night

Premises

Environmental Concern	Strategy
Energy Usage Reduction	Energy efficient light globes are used throughout the office
Energy Usage Reduction	OH&S testing and tagging of all electrical equipment ensures they are running optimally and without using unnecessary energy
Energy Usage Reduction	Any electronic equipment purchases and installations are carefully considered for their energy rating and impact
Energy Usage Reduction	Lavender* has set Air Conditioning to only operate during office hours (8.30am – 6.00pm, Monday / Friday)
Environmentally Friendly Resources	Lavender* considers the environment when purchasing furniture and designing office fit outs
Environmentally Friendly Resources	Australian made products are purchased where possible including locally produced wooden office desks
Waste Minimisation	Paper recycling is collected by Building Management several times a week
Waste Minimisation	A recycling service has been arranged for secure shredding and recycling of confidential documents through Visy Recycling
Environmental Impact Reduction	Where possible, Lavender* purchases certified green products and does not support products with harmful chemicals or environmentally questionable manufacturing processes

Utilities

Environmental Concern	Strategy
Environmental Impact Reduction	Lavender* have taken measures to switch to Green Energy
Energy Usage Reduction	Measures are in place to reduce energy usage with all appliances and lights switched off when not in use