



ENVIRONMENTAL & SUSTAINABILITY POLICY

Introduction

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society.

Victor Stationery accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, and as a participant in a community of practice.

Victor Stationery 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, with our suppliers, and users at all levels.

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

Purpose

This Environmental & Sustainability Policy aims to integrate a philosophy of sustainable development into all our organisation's activities and to establish and promote sound environmental practice in our operations.

Policy

Victor Stationery commits itself to minimising its impact on the environment through

- Providing a safe and healthful workplace.
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood.
- 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.
- Taking steps to improve environmental performance continually.
- Conducting audits, evaluations, and self-assessments of the implementation of this policy.
- Working with suppliers who promote sound environmental practices; and

- Enhancing awareness among our employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner.

ENVIRONMENTAL & SUSTAINABILITY PROCEDURES

Responsibilities

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

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

Procedures

1. Victor Stationery will develop 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. Victor Stationery will act 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. Victor Stationery will, use reasonable endeavours to, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. Victor Stationery will use all reasonable endeavours to 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. Victor Stationery will use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. Victor Stationery will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Victor Stationery will use reasonable endeavours to utilise its knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge, and methods.
8. Victor Stationery provide employment, economic activity using local sourcing and local business where appropriate to ensure sound Sustainability practices.
9. Victor Stationery will use all reasonable endeavours to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy
10. To continually improve its environmental policy Victor Stationery will use reasonable endeavours to conduct audits and self-assessments of its compliance with this policy.
11. Victor Stationery will maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.
12. Victor Stationery will use reasonable endeavours to ensure that every employee, volunteer and contractor is informed of and expected to follow this policy and to

report any environmental, health, or safety concern to management so that prompt action may be taken.

A handwritten signature in black ink, appearing to read 'R. Moore', with a long horizontal stroke extending to the right.

Robert Moore

Chief Executive Officer
Victor Stationery

Related documents

- Health and Safety Document
- Waste Management Procedure
- Certification Documents - PEFC – FSC – Nordic Swan