

# SANDAS ENVIRONMENTAL POLICY



## PURPOSE:

- SANDAS respects our relationship with the natural environment and aims to minimise any harmful impacts that may arise from organisational activities.
- This policy articulates SANDAS' commitment to increasing awareness of and adherence to ways in which our operational environmental footprint can be reduced. As a small organisation, the establishment of formal environmental objectives and targets is not considered necessary at this time.

## POLICY STATEMENT:

Where practicable, SANDAS staff will attempt to:

- **Reduce** consumption:
  - Use LED/low voltage lighting where practicable
  - Ensure air conditioner is switched off overnight.
  - Consider energy ratings when purchasing appliances/ equipment.
  - Before printing a document, consider if it is necessary. Print double-sided where possible.
  - When catering and/or hosting events, aim to be single-use plastic free. Stainless steel cutlery (in training box) will be utilised where practical. When disposable products are necessary, any products should be compostable.
  - Consider recycled content when purchasing paper products, e.g. toilet paper, copier paper, hand towels.
  - Request that cleaning contractors use “green” cleaning products and/or microfibre products (that meet Pandemic Cleaning Procedure requirements)
  - Provide reports, Annual Report, Annual Financial Report etc by electronic means where appropriate
- **Re-Use:**
  - Sell or donate furniture or equipment which is no longer needed subject to the Delegations of Authority Schedule. (EO to organise)
- **Recycle:**
  - Hard plastics – kerbside recycling
  - [Soft plastics:](#)
    - to be placed in the bag hanging on coat hooks near back door
    - when full, take to a [participating 'Recycle' supermarket](#) (generally Coles or Woolworths)
  - Paper
    - Non-shredded can go in kerbside recycling, including books
    - Shredded – can go in kerbside recycling ONLY if it is in a paper bag or cardboard box. Alternatively, staff may wish to take it home for compost, mulch, pet bedding or recycling via organic waste bin (with organics placed on top to prevent paper blowing away when being collected)
  - Copier cartridges – drop off at Officeworks (EO to drop off)

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- Electrical appliances and E-waste – drop off points are listed [here](#) (EO to drop off)
- Deposit containers to be placed in bag hanging on coatrack by back door. EO will return to recycling centre.

## LEGISLATION & STANDARDS:

N/A

## DEFINITIONS/REFERENCES:

[SANDAS Purchasing Procedure](#)

SANDAS Pandemic [Cleaning Procedure](#)