



Environment Institute
of Australia and
New Zealand Inc.

Sustainability Policy 2019: Action Plan

The Institute has developed a Sustainability Policy to ensure that the Institute is operating as sustainably as possible, and that all employees, volunteers and other affiliated parties are aware of our sustainability objectives. The Sustainability Policy outlines the Institute's commitments to sustainability, which has been divided into three areas: Energy, Water and Waste.

The purpose of this Action Plan is to develop strategies to ensure that the commitments of the Sustainability Policy are being delivered.

Our Commitments

1. Minimising environmental impacts in the areas of energy, waste and water

ENERGY

1. Promote minimal travel by:
 - a. Organise meetings through Go-To-Meeting and Zoom where practical.
 - b. Implement a smart travel policy to minimise energy use.
2. Research and engage with organisations to assess our emissions and approaches to reduce these emissions. Potential organisations to engage with:
 - a. Carbon Neutral (carbonneutral.com.au).
 - b. Eco Act (eco-act.com).
 - c. UCapture (ucapture.com).
3. Develop partnership with UCapture.
 - a. Encourage members to sign up for UCapture to help offset the operations of the Institute.
4. Reduce energy use
 - a. Encourage the use of natural light by drawing up the blinds during the day and switch the lights on only when it gets too dark for work.
 - b. Reduce unnecessary energy usage by unplugging computers over the weekend or by setting monitors to automatically turn off after a set time.
5. Book venues for conferences and events through Sustainable Event Alliance where possible (sustainable-event-alliance.org/category/venues/vic).

WASTE

1. Use online publications instead of printing hardcopies where practicable:

- a. Annual Report being made available online instead of printed hardcopy, excepting for a minimal amount.
 - b. Transfer of welcome packs for new members and certificate to be electronic instead of hardcopy
2. Adhere to ISO 20121:2012 standard (*Event sustainability management systems*) when organising events to minimize waste.
3. Ensure that all waste items with recycling potential are sorted into the correct bin from central office, and that separate bins are made available at all conferences and events.

WATER

1. Report leaking taps and toilets to the leasing agent for central office; where the leaking taps/toilets are at events or conferences report to management.
2. Book venues for conferences and events through Sustainable Event Alliance where possible (sustainable-event-alliance.org/category/venues/vic).

2. Promoting workplace sustainability

1. Organise for a training event outlining the commitments of the Sustainability Policy.
2. Recognise the importance and value of the work undertaken by volunteers and member by:
 - a. Annually awarding Merit Awards for those members and volunteers that have high achievements.
 - b. Running functions and events dedicated to highlighting and recognising the work undertaken by our volunteers.
3. Ensure the wellbeing of members and employees by:
 - a. Offering the Institute's new service, the Ethical Hotline, to members for free advice regarding ethical matters that they may be facing.
4. Organise a training event outlining the Environmental Management System framework (to be tied in with the Sustainability Policy training) and how it can be implemented in work and personal lifestyle to reduce overall impacts.
5. Maintain records of our sustainability performance post-implementation of the Sustainability Policy.
6. Promote sustainability initiatives (eg UCapture) and their impacts:
 - a. At events such as conferences, webinars, workshops, networking
 - b. In the Annual Report
 - c. On social media and other communications such as the Institute Insider
 - d. On the website
7. Read the Sustainability Policy and Environmental Management Systems where available to gain a full understanding of the organisation before engaging in any financial, business or other relationships.

Reporting

The Sustainability Policy will be reviewed by the EIANZ Board and updated once every two years.

Version 1.0

Approved by EIANZ Board December 2019