



SUSTAINABILITY POLICY

Scope:

This policy has been developed to protect the interests and reputation of h&h Accredited Training ('the business') and relates to sustainability as a formal process which ensures that as a business we respect and appreciate our people and clients, the communities in which we work and the environment.

Purpose:

To promote a sustainable lifestyle within the workplace that is promoted by the personnel at h&h, committing to a more environmentally efficient space. As an organisation we seek to make a positive contribution to the world around us.

Guidelines:

h&h follows the below guidelines to promote sustainability within the workplace:

- Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.
- Complying with relevant Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation.
- Reporting any identified risks/hazards to the regulatory body according to the standards.
- Minimising the consumption of natural resources in daily operations, including water, paper, and energy.
- Maximising the recycling of resources.
- Disposing of waste appropriately, including e-waste at designated e-waste centres.
- Committing to the principles of preventing pollution to the environment and continual improvement.
- Communicating this policy to all employees, contractors, and other stakeholders, as well as making this policy available to the public.
- Reporting on the company's environmental performance in both internal and external communications, where relevant.
- Reviewing and updating this policy annually and measuring targets and performance as part of that review.

Responsibility:

The General Manager implements the Sustainability Policy and oversees the activities under the policy and ensures it is adhered too by h&h personnel.