



## **Environment and Sustainability Policy**

**Date prepared: August 2014**

**Date reviewed: August 2015**

**Authorised by: Managing Director**

### **1. Policy Statement**

Hotelstaff Pty Ltd is committed to ensuring it develops and delivers working practices and procedures that work towards the continual improvement and prevention of environmental impact and footprint.

Hotelstaff will at all times seek to partner with suppliers and clients who share their commitment to good environmental practices and sustainability.

The leadership team of Hotelstaff are committed to integrating good environmental management into its everyday operations and ensuring team members comply with legal and best practice requirements.

### **2. Scope**

The scope of this policy applies to all Directors, employees, contractors and subcontractors of Hotelstaff Pty Ltd when representing or acting on behalf of Hotelstaff Pty Ltd.

While Hotelstaff cannot apply its environmental practices and expectations to client workplaces it will work to partner with shared value organisations who are equally committed to environmental impact and sustainability.

### **3. Application**

Hotelstaff will ensure all Head Office procedures and processes including its waste management, carbon omissions, cleaning, energy use, use of technology, water use, etc., are viewed with an environmental impact lens.

Hotelstaff Pty Ltd will commit to working to ensure it monitors and complies with all relevant environmental laws, standards and practices that reduce environmental impact.

On a daily basis the organisation will consider consumption levels, efficiencies and the minimisation of waste generation to minimise environmental impact.

Hotelstaff will, where ever possible, look to understand its partner / client organisation's commitment to the environment when choosing to partner, ensuring we work closely with our partners / clients, suppliers, and other stakeholders to continually improve our business processes which affect the environment.

Hotelstaff will actively promote and encourage ownership of environmental activities by all our staff through education and buy-in, building strong environment and sustainability awareness and commitment.

It is expected that all team members understand and commit to actively supporting Hotelstaff's environmental policy and sustainable resource use.

On an annual basis Hotelstaff will review and set environmental objectives and targets for the organisation and where possible seek to monitor and report on progress towards targets.

Where there is a breach of this policy Hotelstaff will take immediate corrective actions.

In cases where business partner/ client / supplier environmental impact history is poor or below Hotelstaff expectations, Hotelstaff may choose to cease the arrangement or not enter into a relationship.

#### **4. Related Legislation**

ISO 14001 Standard

#### **5. Related policies**

Risk Policy