

ENVIRONMENT AND SUSTAINABILITY POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Environment and Sustainability in the workplace

2. Scope

This policy and procedure are applicable to all employees, contractors, and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff Pty Ltd as well as outside of working hours when dealing with colleagues and clients of the organisation including social engagements.

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.

This policy document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Ecologically Sustainable is a pattern of resource use that aims to meet human needs in the present whilst ensuring that the health, diversity, and productivity of the environment is maintained or enhanced for the benefit of future generations.

4. Policy Statement

Hotelstaff 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 always seek to partner with suppliers and clients who share their commitment to ecologically sustainable environmental practices.

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.

5. Procedures

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.

Daily the organisation will consider consumption levels, efficiencies, and the minimisation of waste generation to minimise environmental impact.

Hotelstaff will, wherever 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 a relationship.

6. Guidelines

Nil

7. Related Documents and Further Information

7.1. Legislation

Nil

7.2. Documents

Risk Management Policy

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	- Initial
07/05/2018	1.1	- Reformatted
28/05/2019	1.2	- Review – No Change, Reformatted
01/06/2021	2.0	- version disclaimer added, definitions added for clarity

9. Document Information

Effective	01/06/2021	Version	2.0	Authorised	SZPRINC, Nathan
Location	https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Environment and Sustainability.docx				