



ENVIRONMENTAL POLICY

Environmental Outcomes is committed to environmental responsibility. Our business mission is to provide environmental consulting and to assist others to act environmentally sustainably

We are committed to the principles of eco-efficiency which call for us all to make more goods or provide more services, with less use of energy and resources. We believe that all goods and services should be as sustainable as practical, so that if there is a less polluting or hazardous method of production or service, then this should be selected.

We are committed to waste minimisation through the waste management hierarchy - avoid, reuse, recycle, reclaim energy, and only then safely treat and dispose.

We care about the natural environment ecosystems and are keen to ensure long term protection of pristine areas and to maintain biodiversity. We believe that a clean environment is a legacy for our children and that acting now to minimise our impact, is insurance and protection for future generations. We aim to assist other businesses to achieve these outcomes.

Our own business operations

Environmental Outcomes is committed to environmental responsibility in all our operations. We will adopt all practical measures to:

- ★ Establish and maintain environmental standards, objectives and targets for managing the environmental impacts of our services,
- ★ Encourage environmental awareness and responsibility by our staff and communicate this policy to our employees and contractors,
- ★ Provide a training for all staff to promote a culture of environmental responsibility and ensure environmental management aims are achieved,
- ★ Comply with laws, regulations and other requirements and be sensitive to community expectations.

Environmental Outcomes will:

- ★ Avoid unnecessary use of office supplies products,
- ★ Select energy efficient transportation methods for travel and delivery,
- ★ Select energy and water efficient equipment,
- ★ Reduce packaging waste wherever possible,
- ★ Keep energy and water usage in head office to a minimum, and
- ★ Recycle materials wherever possible.

Environmental Outcomes will monitor and review our processes and performance and strive for continual improvement in environmental management in all aspects of our business.



ENVIRONMENTAL OUTCOMES

Australia Pty Ltd

With our clients

It is our mission to assist businesses and the community to become more environmentally sustainable in all their activities. We will therefore:

- ★ Provide clients with the best possible advice about options to reduce their energy and water use and to minimise their environmental impact,
- ★ Quantify for clients their net environmental impact, including assessing carbon footprint,
- ★ Identify areas where clients can improve their environmental sustainability, be it through choice of products and processes, behavioural changes or good management systems,
- ★ Assess the environmental impact/risk of client activities where requested,
- ★ Provide training and advice to clients about how to minimise environmental impact and ensure procedures are as environmentally sustainable as possible, and
- ★ Advise clients immediately if any breach of environmental laws or regulations is identified and assist them to rectify any problems immediately.

Allowing businesses to function in a sustainable manner is our mission and it is therefore our policy to take every measure to assist clients to achieve the very best outcome in terms of environmental responsibility and sustainability.

Janet Angel

Managing Director:

ENVIRONMENTAL OUTCOMES PTY LTD

DATE: 1 June 2014



QUALITY MANAGEMENT POLICY

Environmental Outcomes Australia Pty Ltd is a supplier of consulting business focussing particularly on environmental management and related services. Our core services include general environmental consulting, environmental audits and preparation of Management Systems.

Our target market is small to medium businesses, where we provide services to support small management teams.

Environmental Outcomes is committed to delivering a very high quality, professional service. We aim to provide the best product possible while maintaining a competitive price.

Near enough is not good enough and we aim to be comprehensive, accurate and thorough. As a small firm we make up for size by dedication and commitment to a quality, professional product.

Environmental Outcomes is committed to very high level of customer support and assistance. This will be delivered by our dedicated team of specialists. It involves an absolute commitment to deliver the customer products and services as specified. We are available for follow up or assistance whenever needed.

To ensure our quality service is maintained Environmental Outcomes is committed to:

- ★ Very high expectations for quality and experience in our management team and staff
- ★ Delivery of a very high quality product
- ★ Strong and consistent customer service
- ★ Maintaining a safe and healthy workplace,
- ★ Environmental care and responsibility in all aspects of our work, and
- ★ Regular review of our quality objects standards to ensure continuous improvement in the quality of our services and supplies.

By achieving our objective of very high quality service delivery, Environmental Outcomes P/L aims consolidate its position as a reliable supplier of high quality environmental consulting..

Janet Angel
Managing Director:

ENVIRONMENTAL OUTCOMES PTY LTD

DATE: 1 May 2014



WORKPLACE HEALTH & SAFETY POLICY

Environmental Outcomes Pty Ltd is committed to maintaining workplace health and safety for all its staff, contractors, visitors and clients. Poor health and safety practice costs money and time, reduces staff morale and damages the reputation of our business.

To ensure that we have the best possible standard of workplace safety Environmental Outcomes will:

- ★ Actively consider health and safety in planning and carrying out all tasks
- ★ Take a systematic approach to hazard identification and risk assessment,
- ★ Eliminate where practical or minimise any risk identified,
- ★ Ensure that there is no bullying, violence or discrimination in the workplace
- ★ Take particular care to assess and review the safety practices of contractors,
- ★ Provide employees, with regular information, training and supervision,
- ★ Maintain information and records relating to employees' health and safety, and
- ★ Always follow Workplace Health and Safety Acts and regulatory requirements.
- ★ Continuously review our workplace health and safety risks and objectives and commit to making improvements wherever possible.

Environmental Outcomes managers and supervisors have the responsibility to ensure the implementation and monitoring of health and safety programs and activities. They must:

- ★ Take all practical measures to ensure that staff comply with safety objectives,
- ★ Report any unsafe or unhealthy situations and all accidents or incidents,
- ★ Actively pursue the rehabilitation of injured staff.

All people in the work environment have a responsibility to:

- ★ Ensure that their actions do not put themselves or others at risk,
- ★ Report all accidents and assist with any accident investigations,
- ★ Develop safety awareness skills,
- ★ Obey all warnings signs and use required protective apparel, and
- ★ Comply with the Health and Safety Policy.

We recognise the hardship endured by the injured person and their family as a result of an accident and place strong emphasis on the safe, timely and sustainable return to work for injured or ill workers. Environmental Outcomes makes a commitment to maintain an injured person's position open and assist in every practical way to return them to the workforce.

Janet Angel
Managing Director:

ENVIRONMENTAL OUTCOMES PTY LTD

DATE: 1 May 2014



WORKPLACE BEHAVIOURS

As a small firm, Environmental Outcomes has close control over the behaviour of its direct employees and is committed to extremely high standards of acceptable workplace behaviour.

SEXUAL HARASSMENT POLICY

Sexual harassment is illegal and will not be tolerated. It is seen as a form of sexual discrimination and denial of equality. It is the responsibility of managers and supervisors at all work levels, to ensure that staff are not subject to sexual harassment in the workplace.

Sexual Harassment is any conduct of a sexual nature whether spoken or physical. Advances constitute sexual harassment when:

- ★ They are unwanted, repeated, and unwelcome; or
- ★ When submission to such conduct is a condition of a person's employment, promotion, salary progression, opportunity for training and development; or
- ★ When such behaviour creates an intimidating, hostile or offensive work environment for one or more employees.

Sexual harassment may include behaviour such as:

- ★ Offences comments, teasing or jokes;
- ★ Continued invitation to go out;
- ★ Stares, leers, touching, pinching or rubbing;
- ★ Offensive posters or signs;
- ★ Lewd comments about physical appearance;
- ★ Requests for sexual favours.

Sexual harassment does not refer to occasional comments, personal relationships of staff or to behaviour based on mutual attraction, and which does not cause offence to anyone.

A contact person will always be available for confidential discussion of any behaviour which may be considered as sexual harassment. Any complaint will be thoroughly investigated and positive action taken in respect of any instances which are raised. Any complaints of sexual harassment will be dealt with sensitively, discreetly and fairly.

NO SMOKING POLICY

Environmental tobacco smoke is a potential health risk, and there is now sufficient evidence that passive smoking (that is the breathing of second-hand smoke) increases the risk of lung cancer. Passive smoking is also dangerous to people with pre-existing heart or lung conditions, and can trigger asthma attacks, cause chest infection, eye irritation and sore throats.

Therefore we provide a smoke free workplace such that smoking is only permitted outside the office premises and in designated safe locations away from fuel or chemicals.

Smoking is only permitted during official break periods.



When on a client site staff must:

- ★ Comply with the current law which forbids smoking inside in any workplace. This includes any workplace which is being serviced by Environmental Outcomes staff
- ★ Comply with the individual client's policies in terms of smoke free environment.

This applies to all employers, employees and contractors working on behalf of Environmental Outcomes. It is stressed that a breach of client policy, is a breach of our policy and the necessary disciplinary action will immediately be taken against the offending staff.

All persons entering a Company place of work shall be made aware of this policy and are required to adhere to it. This policy forms part of all company induction processes.

DRUG AND ALCOHOL USAGE POLICY

Environmental Outcomes has a strict policy of prohibiting the use or possession of alcoholic products or non-prescribed drugs by any employee on any client property.

The use of alcohol while at work, or prior to undertaking work is serious and cannot be tolerated because it potentially may lead to:

- ★ Injury from careless or loss of reflexes or concentration,
- ★ Damage to client property,
- ★ Poor quality control,
- ★ Inappropriate behaviour, and
- ★ Damage to the company reputation.

Equally seriously, the Company will not tolerate any employee attending work while under the influence of an illicit drug. Any person found in possession of, or under the influence of alcohol or drugs, will be immediately required to leave the client's premises and be suspended from employment until a full investigation is carried out.

This policy relates to all sites where employees work and applies to all employees, subcontractors and visitors.

All persons entering a Company place of work shall be made aware of this policy and are required to adhere to it. This policy forms part of all company induction processes.

Where an employee is on suspension, or voluntarily identifies with having a problem with alcohol or drugs, Management will offer the employee guidance and support in terms of seeking out and attendance at a recognised rehabilitation program.

If, following investigation and subsequent counselling, it is determined that there is no consideration of rehabilitation and repeat offences are highly probable, the employee's services will be terminated.

Janet Angel

Managing Director:

ENVIRONMENTAL OUTCOMES PTY LTD

DATE: 1 June 2014