

SEALS HQ ENVIRONMENTAL SUSTAINABILITY POLICY

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1. Introduction

This document outlines Seals HQ's Environmental Sustainability Policy. The principles and practices applied in this policy will make a significant contribution to Seals HQ's environmental sustainability program – including the control and management of environmental risks and the improvement of environmental performance.

Environmental Policy Statement

This Environmental Sustainability Policy is designed to improve performance and mitigate high risk environmental aspects identified in the risk assessment. Whereas, Seals HQ's Environmental Policy Statement is a high level commitment to stakeholders that Seals HQ complies with its legal obligations, strives to minimise pollution, and applies a systematic environmental management approach. The statement and policy are complementary. This policy expands on the policy statement and introduces the environmental and sustainability context, outlines the legislative and policy obligations, and cites responsibilities and actions for department officials.

SEALS HQ ENVIRONMENTAL POLICY STATEMENT

Our Organisation Overview

Seals HQ is about providing top quality, innovative and cost-efficient tamper evident security solutions to organisations across Australia and New Zealand. Seals HQ is dedicated to serve our clients with excellent customer service and provide solutions which we are confident will be the best fit for our customer's operations. Seals HQ provides tamper evident security seals, tamper evident security satchels, tamper evident reusable bags, tamper evident security tape and labels.

Our Environmental Management Commitment

Seals HQ is committed to developing, implementing and maintaining an Environmental Management System (EMS) that monitors and ensures that business activities carried out by Seals HQ does not adversely impact the environment. We apply the same high standards to all our upstream and downstream stakeholders who form part of our supply chain.

Seals HQ will:

- commit to fostering the sustainable use of the Earth's resources by “treading lightly”, recognising the approach of Australia’s Indigenous people in minimising our impact on the land
- comply with all relevant environmental legislation, regulations, planning policies and related initiatives
- set environmental objectives and targets to ensure continuous improvement
- measure, monitor and report on environmental management initiatives
- incorporate environmental better practice into our core business plans and management processes
- undertake responsible resource management practices that aim to prevent pollution and reduce waste
- ensure we work closely with our clients, suppliers, and other stakeholders to continually improve our business processes which affect the environment
- foster the initiation and ownership of environmental activities by all our staff through education, thereby building a strong environmentally aware business culture, and
- communicate this Environmental Policy Statement to all team members.

2. Objectives

The objective of this policy is to improve the Seals HQ’s environmental performance by:

- i) complying with all relevant government legislation, policies and planning instruments
- ii) minimising adverse environmental impacts and promoting sustainability by implementing responsibilities and actions for all team members to apply:
 - a. efficient, effective and economical procurement, including:
 - i. the assessment of products on a whole-of-life cycle basis and evaluating suppliers for social responsibility
 - ii. the management of resource consumption and demand thereby improving product utilisation, efficiency and financial performance, and
 - iii. constantly innovating, researching and introducing new technology that contributes to environmental sustainability.
 - b. environmental standards, principles and practices for energy use, greenhouse gas emissions, ozone depleting substances; resource use; product, supplier and materials selection; materials waste and resource recovery; and potable water use and waste water treatment.

The above high risk environmental aspects, as well as responsibilities and actions for team members to control these risks.

3. Objectives

This section sets out the required actions for all team members to comply with our Environmental Sustainability Policy, as well as a pathway to improve energy efficiency, reduce and offset greenhouse gas emissions, and to phase out intensive ozone depleting substances.

Building management, refurbishments and maintenance

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| All team members | <ol style="list-style-type: none">1 Ensure building operations are effectively managed to gain maximum operational energy performance.2 Ensure provision for accredited renewable energy take-up in electricity contracts.3 Offset natural gas greenhouse gas emissions – Scope 1 emissions4 Ensure regular servicing and maintenance programs for all equipment5 Make effective use of curtains or blinds to optimise air conditioner and heating system efficiently6 Ensure all non-essential lighting is switched off at the close of business7 All perimeter lighting are solar-powered |
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Office equipment and appliances

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| All team members | <ol style="list-style-type: none">1 Apply strategies and procedures to effectively manage the energy use of office equipment and appliances.2 Procure office equipment that meets the ENERGY STAR® standard at a minimum level of 5 Stars – where such equipment is available, fit for purpose and cost-effective.3 Ensure energy management options are enabled on office equipment – which allows office equipment to power down to a low energy state during non-use periods. |
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Staff travel

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| All team members | <ol style="list-style-type: none">1 Apply strategies and procedures to effectively manage energy use for staff travel2 Procure and source motor vehicles that have a Green Vehicle Guide (GVG) rating of 10.5 or above with the exception of special purpose vehicles.3 Refuel with bio-fuels where practical – such as ethanol blended petrol.4 Maintain effective records for reporting purposes on the use of motor vehicles – including the type of motor vehicle, type of fuel consumption, distances travelled, odometer readings, consumption patterns and location profiles.5 Maintain accurate and complete records for reporting purposes on the use of air travel – including the number of flights, distances travelled, and take-off and destination profiles. |
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| General Manager | 6 | In the assessment of making travel decisions (by motor vehicle or air travel), department officials evaluate alternative means of conducting business before undertaking travel commitments – such as using video or teleconferencing. |
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Product Design and Procurement

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| General Manager | 1 | Apply strategies and procedures to partner with reputable upstream stakeholders who have a proven track record in environmental sustainability. |
| | 2 | Procure products which are fit-for-purpose, never knowingly procure a product which consumes additional resources (power, water, raw material) to manufacture when a more efficiently manufactured product will fit the purpose. |
| | 3 | Constantly innovate and research new technologies in manufacturing processes that directly contribute to reducing the use of natural resources to manufacture without affecting the final product. |
| | 4 | Constantly innovate and research new technologies in raw material that directly contribute to recyclability or biodegradability of the product. |
| | 5 | All products procured are packed efficiently without usage of non-essential packaging and ensure that all packaging is manufactured from 100% recycled material. |
| | 6 | To reduce unnecessary labelling and sealing of all packaging. |

Shipping and transportation

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| General Manager | 1 | To only work with freight forwarders, agents and shipping liners who are part of IMO2020. |
| | 2 | To only work with domestic transport providers who ISO14001 certified and have a proven track record of environmental protection and sustainability. |

4. Policy Review

This policy will be reviewed at the end of each calendar year or in the event of material policy or business changes.