

Sustainability Policy

// About this document

Policy purpose:

The purpose of this sustainability policy is to ensure Plan2go crew members and contractors are clear on how important we value our commitment to the environment while setting standards for how we operate.

Policy authority:

This policy reflects the responsibilities of Plan2go and individuals as outlined in the following legislation:

- *Environment Protection Act 1970 (VIC)*
- *National Environment Protection Council (Victoria) Act 1995*
- *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)*

This policy has been authorised by the Captain in Charge and is available to all staff. It has been developed in consultation with staff and will be revised on a regular basis.

Policy application:

All staff must comply with this policy in their conduct of official business for Plan2go.

Expected update frequency:

Yearly

Policy location:

<http://plan2go.nctafe.edu.au/assets/intranet/Crew-Folders/People-and-Culture-Crew/Sustainability/Sustainability-Policy.pdf>

// Document control

Version	Description	Date modified	Author
1.0	Policy created	24-Jul-2009	Tobias Ukestock
2.0	Policy reviewed – significant changes	19-Jul-2010	Herbert Tickle
2.1	Policy reviewed	16-Aug-2011	Herbert Tickle
2.2	Policy reviewed	04-Sep-2013	Herbert Tickle

// Introduction

We all want to help the planet, but sometimes our actions don't support our values. The Plan2go Sustainability policy and associated procedures will step you through how to live up to the standards laid down in our policy.

1. Policy

As a company that specialises in corporate travel and event solutions Plan2go recognises we have a major role to play in ensuring a sustainable future for generations to come. This sustainability policy exists to outline our commitment to environmental and socially sustainable practices in all areas of our operations and associated contracts.

Plan2go commits to:

- Abide by all relevant environmental laws and policies pertaining to locations and operations undertaken
- Consider and minimise our potential environmental impact in our daily business operations and processes to leave the place in a better way than when we arrived
- Use responsibly sourced renewable resources where possible and implement environmentally responsible waste management practices based around the 4R's – Refuse, Reduce, Reuse and Recycle
- Reduce our carbon emissions through improved energy efficiency and the adoption of sourcing 40% renewable energy for operations.
- Constantly monitoring and regularly reviewing our sustainability procedures to ensure best practice and adjust practices as required
- Use environmental sustainability criteria as a key partnering consideration during the engagement process
- Procure resources and services according to our procurement commitment whilst ensuring all suppliers on the Plan2go Preferred suppliers list have been assessed for their suitability based upon their commitment to environmental standards
- Undertake proactive consultation and dialogue with the public, stakeholders and employees on the company's environmental responsibilities and management systems

Plan2go are committed to the objectives within the policy and will ensure adequate resources are provided to implement these objectives, maintain an environmentally sound workplace and promote sustainability.

2. Procedures

2.1 Sustainable office procedures

2.1.1 OFFICE LIGHTING

- All lights in the office are either on timers or sensors to reduce the instance of lights left on when they are not required. Crew members are to assess the necessity for ANY lighting before activating any lights. The building has been designed to maximise natural light in the office area so stop and ask yourself “Can I see?” before flicking the switch.

2.1.2 OFFICE HEATING AND COOLING

- The new Plan2go office has been built with the utmost attention to energy efficiency. Please respect and appreciate all of the features that have been installed to reduce our impact on the environment. The air conditioner and heater must only be used in extreme circumstances. Dress appropriately for the weather and please keep a jacket or scarf in your locker. Rug up a little if you are cold!
- There will be regular maintenance, monitoring and optimisation of heating and cooling appliances and power consumption to ensure all is running efficiently and effectively.

2.1.3 WATER USAGE

- Water usage should be minimised.
- Plan2go has installed a rainwater tank in their new office accommodation for staff drinking water.
- There will be no bottled water sold on site. Employees are encouraged to use reusable cups and stainless steel water bottle at all times.

2.1.4 POWER SUPPLY

- Upon moving into the new office 20% of our power supply is generated by the solar panels installed on the roof of our office block. 80% of our power still comes from the grid, but we support 100% green power for this component
- By 2017 Plan2go aims to be 40% self-generating solar power driven.
- Please assist by reducing your power usage as much as possible to achieve this target.

- All appliances must be switched off at the wall at the end of the day. This includes computers that can be powered down, monitors and all other gadgets that do not need to be on standby.

2.1.5 CONSUMABLES

- BYO mug to all office meetings. No disposable cups are to be used for meetings. There is a dishwasher and lovely ceramic cups in the kitchen.
- All resources are to be used responsibly and disposed of only when unable to be used further. Remember the 4R's – recycle is the last step.
- Only 100% recycled content paper is to be used for office paper, toilet paper and paper hand towel.
- Consumable resources should ideally be made from recycled content or at least from renewable sources. Plan2go promotes the [Close the Loop](#) system for resources if available.
- A Pause4Print program has been implemented on all office computers. A pop-up message will be displayed before a document is printed with a range of questions to be answered related to the necessity to print and checking your print settings to maximise sustainability outcomes.
- All printers in the office have been set to default print grayscale and two-sided to help you to reduce consumption of paper and toner.
- Please try to keep files and communications electronic as much as practicable. See the Records management policy for assistance.
- Catering for office functions and meetings should be sourced from the Preferred suppliers list. These caterers have been assessed for their commitment to our environmental sustainability goals.
- Any packaging, cutlery or cups provided by caterers must be either reusable (best), compostable (OK) or at least recyclable.

2.1.6 PROCUREMENT

- Coin Control crew members are to adhere to sustainable procurement policies when purchasing goods, sourcing products and materials that are socially and environmentally sound.
- Local suppliers should be used where possible.

- Plan2go supports the [Cradle to Cradle certification program](#). If possible, large items purchased should be certified under this scheme. If not possible, large items must only be purchased from companies with a robust and credible responsible stewardship program for recycling or return of their product at end of life.

2.1.7 WASTE MANAGEMENT

- Options for disposal of products must be considered at the time of purchase. Non-recyclable waste will be measured and monitored in an effort to reduce this to as close to zero as possible from our office.

2.1.8 TRAVEL FOR OFFICE-BASED STAFF

- Staff meetings and training sessions should use video and web conference technologies as much as possible to reduce staff and trainer travel requirements.
- An intuitive and readily accessible staff fleet booking system has been implemented. When you submit your Travel request form, the Cabin Crew checks for carpooling opportunities and alerts relevant staff.

2.2 Corporate travel procedures

- The most environmentally sustainable travel options available are to be sourced for our customers.
- All plane flights will be offset with carbon credits. This will be promoted to our existing and potential customers which ensures Plan2go is viewed as an environmentally responsible option for corporate travel.
- Where possible local suppliers of travel will be used.
- Food must be fresh and sourced locally. Reusable cutlery and crockery is desirable for customers during their travel.
- Resources provided for corporate travel customers should ideally be electronic (e.g. magazines, itinerary, etc.) but if printed, must be printed on 100% recycled content paper.
- Plan2go encourages the use of technological solutions to reduce the need to travel long distances and can provide assistance to achieve this.

2.3 Event solutions procedures

- Plan2go will only support companies and events that are committed to supporting and respecting internationally proclaimed human rights. No child labour, forced or compulsory workers must be engaged at events Plan2go are involved in supporting or promoting.
- Events Plan2go are engaged to support must adhere to industry best practice and ISO20121 in event management standards. Events must involve a comprehensive environmental risk assessment and the organization or business must be able to demonstrate they have committed to minimal environmental impact principles.
- Any promotional material developed by Plan2go to support events must be reusable if possible. If not, it must be printed on recycled material and be recyclable at end of life.

2.4 Implementation

All Plan2go crew members and contractors are responsible for understanding the impacts of this policy on their day to day activities and are encouraged to apply environmental stewardship both within and beyond the workplace.

Suppliers, contractors, volunteers and work experience staff must be made aware of this policy by the relevant supervising staff member and regular monitoring must be undertaken to ensure compliance.

2.5 Monitoring

Key performance indicators have been developed to monitor out environmental performance. These will be used to set goals for continuous improvement.

The Green Guru will undertake a resource audit twice a year to enable us to reduce our carbon footprint.

2.6 Corporate responsibility

One percent of Plan2go profits go to the Open Spaces project on the East Coast of Australia – a project reclaiming old industrial sites and converting them into outdoor event venues based on permaculture principles. A personal, local, global concept that supports local youth agencies that use the sites for learning and development courses in horticulture, hospitality and events management.

3. Responsibilities

The Leader People and Culture is ultimately responsible for the effective implementation of this policy and procedures in Plan2go.

The formal monitoring of this sustainability policy and our environmental performance will be overseen by our Green Guru. However, it is the responsibility of all staff and contractors to monitor their immediate environmental impact and performance and to alerts their supervisor to any concerns.

The Green Guru must prepare an internal sustainability report for review by the Leader People and Culture by end of July annually.

The Green Guru is responsible for providing advice and support on sustainability policy and procedural matters. If you are asked to do something by a customer that contravenes this sustainability policy or you have any concerns please talk directly to the Green Guru.

All Crew Members are responsible for adhering to this policy and associated procedures.

It is the responsibility of Plan2go management to ensure this policy is effectively communicated, understood and implemented throughout all business operations.