

ENVIRONMENTAL MANAGEMENT POLICY

Policy number	2.03	Version	2021V3
Responsible Person	CFOO	Approval date	28-10-2020

INTRODUCTION

This policy covers ASHM's office-based operations as well as its development and humanitarian initiatives. ASHM's Conference, Sponsorship and Events Division has a Green Events policy which governs the organisation of ASHM events and conferences, meetings and events ASHM is contracted to arrange for other organisations.

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of ASHM's mission.

ASHM accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the Australian social discourse.

ASHM aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, volunteers, and users at all levels.

ASHM is committed not only to complying with applicable law in all of its operations but to minimise risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

Also, ASHM is committed to understanding the environmental impact, if any, of our programming and organisational activities and conducting our activities in an environmentally sustainable way.

PURPOSE

This Environmental Management Policy aims to integrate a philosophy of sustainable development into all the organisation's activities and to establish and promote sound environmental practice in our operations

DEFINITIONS

Environmental sustainability is a way in which demands placed on the environment can be met on a long-term basis.

POLICY

ASHM recognises the potential impacts of organisational and office activities and seeks to minimise the demands/impacts from such activities – where possible.

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ASHM recognises the impact that its projects may have on our partner countries and communities, and seeks to mitigate this impact – wherever possible.

ASHM is committed to monitor and evaluate the risks of its practices and projects and ASHM commits itself to minimising its impact on our environment through

- Providing a safe and healthy workplace;
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood;
- Being an environmentally responsible neighbour in our community;
- Conserving natural resources by reusing and recycling;
- Using, in our own operations, processes that do not adversely affect the environment;
- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Taking steps to continually improve environmental performance;
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our employees, volunteers, partners, and users – educating and motivating them to act in an environmentally responsible manner.

ASHM recognises that integrating environmental sustainability into our international development projects/programs improves their long-term benefits and impact.

ASHM considers the ‘do no harm’ principle in all our international development work and identifies strategies to avoid, minimise, or mitigate any negative impacts of our projects/programs on the environment.

RELATED POLICIES

None

AUTHORISATION

ASHM Board

HISTORY

Version	Approved Date	Comments/ Amendments
2018v1	01-01-2017	First version
2020v2	28-10-2020	Added international development dimension and “do not harm” principle to the policy
2021v3	N/A	New template

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ENVIRONMENTAL MANAGEMENT PROCEDURE

Procedures number	2.03	Version	2021v3
Responsible person	CFOO	Approval date	28-10-2020

RESPONSIBILITIES

FRMA is responsible to monitor and manage environmental risks of ASHM operations.

The CEO is responsible for promoting and enacting this policy in the ASHM workplace.

PROCEDURES

The CEO will review yearly the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

The CEO will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

The policy will be reviewed every two years.

Examples of Environmental Management Practices

Through a process of assessment and planning, ASHM has adopted environmental practices which include:

Power consumption:

- Green power is purchased where possible
- Energy saving devices and energy efficient office equipment are used
- The use of stand-by power is reduced – computers, printers, av equipment are turned off at the power point when not in use
- Energy-efficient fluorescent tubes are used and regularly maintained/replaced
- All lights are turned off at night and sections only turned on when required in the morning
- Computer monitors have a low-power stand-by mode and are switched off at night
- PCs are turned off at night where possible
- Refrigerators are kept in good working order by ensuring seals are in good condition, fridge doors are shut immediately after choices are made, the fridge is not overstocked and is regularly cleaned out

Recycling and waste reduction

- Recycled paper products are used for all work activities
- ASHM resources are printed on recycled paper using vegetable-based inks and environmentally and socially responsible manufacturing processes where possible
- Paper recycling bins are available and staff are directed to use them

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- Email is used to communicate and staff are encouraged to consider the environment before printing emails
- Documents and other information are only printed when necessary
- Photocopying and printing is double-sided where possible
- Bottles, glass, recyclable plastics and tins are recycled
- PCs will be recycled by donating to charities, recycling centres or reselling
- Toner cartridges are recycled

Water consumption

- Water is saved by making sure the dishwasher is full before use
- Taps in bathrooms (including WCs) and kitchens are turned off and leaks reported and repaired in a timely manner
- Pollution reduction
- Chemical use is minimised and environmentally friendly products are used
- Our cleaning contractors use environmentally friendly products
- Green Procurement
- ASHM purchases goods and services that have fewer or reduced effects on the environment compared with competing products and services that achieve the same function and value for money outcomes

Minimizing carbon footprint

- Carbon offsetting is arranged to compensate for carbon emissions in transport, where possible
- The ASHM Vehicle is a hybrid electric/petrol powered car

RELATED DOCUMENTS AND FORMS

ASHM Environmental Management Monitoring and Evaluation Tool

AUTHORISATION

ASHM CEO

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