



Sustainability Policy

Contents

1. Policy Statement	1
2. Scope	1
3. Sustainability Strategy Recognition	1
3.1 Business Travel	1
3.2 Technology and Equipment	1
3.3 Office Energy	1
3.4 Waste Minimisation	2
3.5 Resource Use	2
3.6 Staff and Contractor Engagement	3
4. Reporting Framework	3
4.1 Key Performance Indicators	3
4.2 Data Collection Methods	4
4.3 Reporting Schedule	4
5. Roles and Responsibilities	4
6. Policy Review	5

1. Policy Statement

Rae and Sara is committed to operating sustainably and minimising our environmental impact. We recognise that as a professional services organisation, our primary environmental impacts arise from business travel, technology use, energy consumption, waste generation, and resource use. This policy establishes our commitment to continuous improvement in environmental performance.

2. Scope

This policy applies to all employees, contractors, and business operations. It covers our direct operational impacts including office energy use, business travel, technology procurement and disposal, waste management, and resource consumption.

3. Sustainability Strategy Recognition

3.1 Business Travel

Objectives:

- Reduce carbon emissions from business travel by 50% within 2 years
- Prioritise low-carbon transport options
-

Actions:

- Default to virtual meetings where practical and effective
- Use public transport or shared transport for client visits where possible
- Encourage cycling or walking for local meetings (provide facilities)
- Consider carbon offset programs for unavoidable air travel
- Provide incentives for staff using sustainable transport options

3.2 Technology and Equipment

Objectives:

- Extend technology lifecycle and reduce e-waste
- Procure energy-efficient and sustainably-manufactured equipment
-

Actions:

- Purchase Energy Star certified computers and equipment
- Extend device replacement cycles to 4-5 years where feasible
- Enable power management settings on all devices
- Donate or recycle e-waste through certified recycling programs
- Choose cloud service providers with renewable energy commitments

3.3 Office Energy

Objectives:

- Reduce office energy consumption by 20% within 2 years

- Transition to renewable energy sources

Actions:

- Switch to renewable energy tariff
- Continued use of Solar Panels at office
- Upgrade to LED lighting throughout the office
- Install motion sensors for lighting in low-traffic areas
- Optimise heating/cooling systems and maintain target temperatures (19-21°C winter, 24-26°C summer)
- Implement 'switch off' policy for equipment at end of day

3.4 Waste Minimisation

Objectives:

- Reduce total waste generation by 40% within 2 years
- Achieve 80% waste diversion from landfill
- Eliminate single-use items from the workplace

Actions:

- Implement comprehensive recycling program with clearly labelled bins for:
 - - Paper and cardboard
 - - Plastics and packaging
 - - Glass and cans
 - - Organic waste/compost
- Conduct quarterly waste audits to identify reduction opportunities
- Eliminate disposable cups, plates, and cutlery; provide reusable alternatives
- Partner with waste contractors who maximise recycling and recovery
- Donate unwanted furniture and equipment rather than disposing
- Implement office composting for food waste (if practical)
- Require clients and visitors to participate in waste separation
- Set printer defaults to duplex and use wastepaper for notes
- Choose suppliers who use minimal or recyclable packaging

3.5 Resource Use

Objectives:

- Minimise paper use and increase sustainable procurement
- Source environmentally-preferable products and services

Actions:

- Default to digital documents; print by exception only
- Use recycled paper (minimum 80% post-consumer content) and print double-sided
- Purchase certified sustainable office supplies (Forest Stewardship Council timber, etc.)
- Choose suppliers and contractors with strong environmental credentials
- Select cleaning products with environmental certification

3.6 Staff and Contractor Engagement

Actions:

- Include sustainability in staff induction
- Communicate sustainability initiatives through regular updates
- Encourage staff suggestions for improvement
- Recognise and celebrate achievements

4. Reporting Framework

4.1 Key Performance Indicators

Category	Indicator	Target
Travel	Total km travelled per employee	↓ 30% from baseline
	% of meetings conducted virtually	≥ 60%
	% of travel via sustainable transport	≥ 40%
Technology	Average device lifecycle (years)	≥ 4 years
	% of e-waste properly recycled	100%
Energy	Total energy use (kWh per employee)	↓ 20% from baseline
	% of energy from renewable sources	100%
Waste	Total waste (kg per employee)	↓ 40% from baseline
	Waste diversion rate (% from landfill)	≥ 80%
	Single-use items eliminated	100%
Resources	Paper consumption (reams per employee)	↓ 50% from baseline

4.2 Data Collection Methods

Reporting Schedule	Reporting Schedule
Travel	Expense claims, travel booking records, meeting calendar data
Technology	IT asset register, procurement records, e-waste disposal receipts
Energy	Electricity bills, energy provider statements
Waste	Waste contractor invoices and reports, bin weight measurements, waste audit results
Resources	Stationery orders, supplier invoices, product certifications

4.3 Reporting Schedule

- **Quarterly review:** Collect data, calculate KPIs, identify trends
- **Annual report:** Comprehensive review presented to management, including:
 - Performance against targets
 - Achievements and challenges
 - Updated action plan for next period

5. Roles and Responsibilities

- **Directors:** Approve policy, allocate resources,
- All Staff and contractors Follow policy guidelines, contribute ideas, support initiatives

6. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in broader public policy and/or community expectations.

Document Owner:	 Justin Sara, Director	 Matt Rae, Director
Date Approved:	2 February 2026	2 February 2026
Next Review Date:	February 2027	February 2027