

ENVIRONMENTAL SUSTAINABILITY POLICY

Effective date of this Policy : **5 September 2018**

Reviewed : **14 August 2019**

1. Policy

This document outlines the Environmental Sustainability Policy (“Policy”) of Norwood Industries Pty Ltd (“Norwood”). It describes Norwood’s commitment to minimise any negative impacts our business activities may have on the environment and to ensure that we comply with all state and national environmental legislation.

2. Objectives

To minimise adverse environmental impacts and promote sustainability by:

- Meeting relevant state and national environmental standards;
- Implement best practice for energy use;
- Minimise greenhouse gas emissions;
- Reduction or elimination of VOCs in our manufacturing environment;
- Develop environmentally better products;
- Reduce material waste in our manufacturing and administration practices;
- Minimise use of potable water; and
- Reuse and recycle whenever practical.

3. Procedures

3.1 Office

- Recycling paper;
- Purchasing consumables with reusable, recyclable, environmentally friendly or minimal packaging;
- Minimising paper usage with enhanced email usage and implementing paperless process systems in workflows;
- Timer control of all heating and cooling units with overrides for temporary after hours occupancy;
- Recycle all ICT waste and printer cartridges; and
- Reuse or re-purpose equipment and infrastructure (such as partitions, bulkheads, workstations etc.)

3.2 Factory & Warehouse

- Recycle segregated plastic waste and cardboard;
- Recycle printing plates;
- Maintain plant and equipment to a high standard to minimise waste materials and energy use;
- Enhancement to conveyor systems to minimise their operating times.
- Employ lean manufacturing principles to minimise waste and maximise efficiency;
- Reduce or remove use of chemical VOCs wherever practicable;
- Only use lighting where necessary to perform specific tasks;
- Reuse or re-purpose equipment and infrastructure whenever possible;
- Single control switch to turn off all lights in office, factory and warehouse;
- Ensure all prescribed waste is disposed of responsibly through the appropriate channels; and
- Ensure compliance to all government environmental legislation.

3.3 Buildings and Surrounds

- Reduce potable water use through the collection of rainwater from the roof into 5 x 22,000 litre and 1 x 100,000 litre water storage tanks for use on fire services, gardens and in toilets;
- Extensive planting of hardy, drought resistant trees, shrubs and grasses that require minimal maintenance while contributing to CO2 reduction; and
- Maintain air conditioning, cooling and heating equipment to the highest possible standard to ensure efficient operation.

3.4 Innovation and 3rd Party Management

- Whenever practicable, give preference to suppliers who boast high standards of environmental accreditation and certification;
- Engage with customers and industry bodies to educate and encourage appropriate disposal and recycling of our products, which includes returning products to Norwood for responsible disposal; and
- Continuously invest in research and development of environmentally better products and technologies including biodegradable polymers.

4. Summary

Norwood's environmental impact is minimised by:

- Recycling raw materials including plastic, cardboard and paper;
- Reuse and re-purposing of materials and infrastructure;
- Maintaining machinery, plant and equipment to a high standard, to minimise production waste and maximise efficient operation;
- Working with customers and the horticulture industry to promote recycling of plant tags through the appropriate recycling streams;
- Investing in research to find biodegradable and compostable alternatives for production of our core business products;
- Collection of rain water for use in garden maintenance and toilet facilities;
- Working with suppliers to produce environmentally sustainable outcomes and improvements;
- Reducing our carbon footprint by purchasing power from renewable energy sources wherever possible;
- Using certified carbon neutral products wherever possible; and
- Installation of energy efficient LED lighting throughout the building to reduce energy use.

Norwood Industries Pty Ltd

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