
SUSTAINABILITY AND ENVIRONMENTAL RESPONSIBILITY POLICY

Purpose

The purpose of this Sustainability and Environmental Responsibility Policy is to demonstrate Trendie's commitment to sustainable practices and the protection of the environment. This policy outlines the principles and procedures that guide our efforts to minimise environmental impact, promote resource conservation, and ensure compliance with relevant Australian legislation and regulations.

Scope

This policy applies to all Trendie employees, contractors, and partners. It covers all aspects of our operations, including but not limited to, energy use, waste management, procurement, transportation, and workplace practices. It extends to the selection of suppliers and contractors, encouraging them to adopt environmentally responsible practices.

Principles of Sustainability and Environmental Responsibility

- **Compliance with Legislation:**

Trendie is committed to complying with all relevant environmental legislation, regulations, and standards, including the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act), the National Greenhouse and Energy Reporting Act 2007, and relevant state and territory environmental regulations.

- **Resource Conservation:**

We aim to reduce our environmental footprint by conserving resources such as energy, water, and raw materials. Employees are encouraged to use resources efficiently and seek ways to minimise waste.

- **Waste Management:**

Trendie is committed to reducing, reusing, and recycling waste wherever possible. We strive to minimise the amount of waste sent to landfill and to properly dispose of hazardous materials in accordance with the Australian Dangerous Goods Code.



- **Energy Efficiency:**

We are dedicated to improving energy efficiency across our operations. This includes using energy-efficient equipment, optimising heating and cooling systems, and encouraging employees to adopt energy-saving practices.

- **Sustainable Procurement:**

Trendie prioritises the procurement of products and services that are environmentally friendly and ethically sourced. We seek suppliers who share our commitment to sustainability and environmental responsibility.

- **Employee Engagement and Awareness:**

We believe that employee engagement is crucial to achieving our sustainability goals. We are committed to raising awareness and providing training to employees on environmental issues and sustainable practices.

- **Continuous Improvement:**

Trendie is committed to continuously improving our environmental performance. We will set measurable targets, monitor progress, and review our practices regularly to identify opportunities for improvement.

Responsibilities

- **Employees:**

All employees are responsible for adhering to this policy and participating in sustainability initiatives. Employees are encouraged to identify and report opportunities for reducing environmental impact within their areas of work.

- **Managers:**

Managers are responsible for ensuring their teams understand and comply with this policy. They should lead by example, promote sustainable practices, and support employees in implementing environmentally responsible actions.



- **Sustainability Officer:**

The appointed Sustainability Officer is responsible for overseeing the implementation of this policy. This includes monitoring environmental performance, ensuring compliance with legislation, and providing guidance and support to employees and managers.

Procedures for Environmental Management

- **Energy Conservation:**

- Implement energy-saving measures such as using LED lighting, energy-efficient appliances, and automated systems to control lighting and temperature.
- Encourage employees to switch off equipment and lights when not in use.
- Conduct regular energy audits to identify areas for improvement.

- **Waste Reduction and Recycling:**

- Provide clearly labelled recycling bins throughout the workplace and educate employees on proper waste segregation.
- Encourage the reduction of paper usage by promoting digital documentation and double-sided printing.
- Partner with recycling organisations to ensure the proper disposal of electronic waste and other recyclable materials.

- **Sustainable Procurement:**

- Include environmental criteria in the procurement process, prioritising products with recycled content, minimal packaging, and energy-efficient ratings.
- Engage with suppliers who demonstrate a commitment to environmental sustainability and ethical sourcing.
- Review and assess supplier performance regularly to ensure compliance with our sustainability standards.



- **Water Conservation:**

- Install water-saving devices such as low-flow taps and toilets in all facilities.
- Promote water-saving practices among employees, such as promptly reporting leaks and using water-efficient practices in the kitchen and bathroom areas.
- Monitor water usage regularly and identify opportunities for reduction.

- **Transportation and Emissions:**

- Encourage the use of public transport, carpooling, cycling, or walking to reduce the carbon footprint associated with commuting.
- Opt for virtual meetings where possible to minimise the need for business travel.
- When travel is necessary, consider the use of fuel-efficient vehicles or offsetting carbon emissions.

Compliance and Monitoring

Trendie is committed to monitoring its environmental performance and ensuring compliance with this policy. The Sustainability Officer will conduct regular audits to assess our progress against set targets and identify areas for improvement.

Review and Reporting

- This policy will be reviewed annually to ensure its relevance and effectiveness in alignment with current environmental legislation and industry best practices.
- Employees will be kept informed of any changes to the policy and progress towards our sustainability goals through regular communications and training sessions.
- A sustainability report will be prepared annually, outlining our environmental performance and achievements in line with the policy objectives.



Trendie

Implementation and Training

- All new employees will receive training on Trendie's Sustainability and Environmental Responsibility Policy as part of their induction process.
- Ongoing training and awareness programs will be provided to all staff to ensure they understand and are able to implement sustainable practices effectively.
- The policy will be made accessible to all employees via the company intranet and employee handbook.

Continuous Improvement

Trendie is committed to continuous improvement in its sustainability practices. Feedback from employees, customers, and other stakeholders is welcomed to enhance our environmental performance. Regular reviews will be conducted to ensure we remain at the forefront of sustainability and environmental responsibility within our industry.

By adhering to this policy, Trendie is dedicated to making a positive impact on the environment and promoting a sustainable future for generations to come.

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