

Environmental/Sustainability Policy

Updated: May 2022

This policy does not form part of the contract of employment between Digital Balance Australia Pty Ltd (DBA) and all its employees. However, any substantial variance to the policy will be fully communicated to all employees.

Mission Statement

DBA is already a leader in marketing technology enablement, strategy, and data analytics and insights, but we also aspire to become a leader in the environmental/sustainability arena. We are in the early stages of a long, committed journey to improve and build on the measures and policies we already have in place. We will ensure that our environmental strategy is not just a collection of buzzwords, but a clear roadmap complete with actions and by defining, setting, communicating, and being held accountable to our targets we hope to demonstrate our commitment. Aligning our strategy to our company values will help us to achieve our goals...

- **Courage:** We have the courage to admit that we are not perfect and have the desire to learn from and improve on our past decisions.
- **Collaboration:** We engage with 3rd parties who have the knowledge and experience to help us improve our environmental impact.
- **Creativity:** We seek out new and inventive ways of engaging with our staff and clients and encouraging them to think about the actions they make in relation to the environment, not just when they are in the office but also when they are at home.

Policy aims

- To reduce travel and transportation impacts, particularly air travel.
- To collect the data that will allow us to set energy reduction targets that we aim to meet, offset our emissions globally, and get all our energy from renewable sources.
- To reduce the use of raw materials, water, paper etc

- To have a “Zero to Landfill” aim for the whole company.
- To inform, educate and increase awareness of best practices around sustainability to all stakeholders so that everyone can make the right choices when it comes to protecting the environment.

Responsibility

DBA Managing Director is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure that they act in a way to enable the aims and objectives of the policy to be met.

Policy Action Points

Paper: Use less and recycle more

- By using monthly reports on paper usage, we will be able to pinpoint where and how paper is being used and work on ways to reduce it. Also, by having a benchmark we can aim to reduce by a set percentage year on year.
- Where possible we will swap our stationery paper products over to recycled items.
- We will recycle all paper products.

Energy and Water: Use less and offset usage

- Work with 3rd parties to measure previous amounts used across a set time span to give us an initial benchmark which can aim to reduce year on year.
- Measure and offset our global emissions.
- Switch off all electrical equipment, including heating and cooling systems, when not in use, either manually or using automatic sensors and timers.
- Make use of natural forms of ventilation to reduce the reliance on air conditioning systems.
- Buy our energy from suppliers who guarantee 100% renewable sourcing.
- We will take the energy consumption and efficiency of new products into account when purchasing.

- Reduce the amount of water being used by installing water saving devices, such as aerators on taps, waterless urinals, and water reduction units in toilet cisterns, collecting rainwater for plants, having water efficient dishwashers installed and educating and engaging staff.

Office supplies: Use less, buy recycled equipment where possible, reduce usage

- Single-use plastic items will either be replaced by other items or will be taken away from stationery cupboards and given out by reception, with the aim of eliminating them totally where possible.
- The requirement for larger pieces of equipment and their environmental impact will be evaluated to see if alternative, more environmentally friendly solutions can be found before purchasing.
- Locally sourced items will be bought where possible.
- Where appropriate we will buy recycled equipment and then recycle/reuse the equipment at its end of life.

Transportation: Reduction in emission based travelling and improved staff health

- We will encourage staff to use green alternatives (like cycling and walking) when travelling to and from the offices, by making additional efforts to accommodate their needs, by having access to cycle racks, lockers, and showers etc.
- The promotion of localised schemes for example “Cycle to Work Schemes” to get staff away from using cars, buses, and trains etc
- Staff are encouraged to make use of video conferencing tools like Zoom and Microsoft Teams instead of travelling for meetings.

Maintenance and cleaning: Correctly dispose of waste and maintain with sustainability in mind.

- We will have maintenance contracts in place for M&E equipment ensuring that they work efficiently and don't need to be replaced before their end-of-life date.
- All our electrical waste will be disposed of safely following each office's local directives.
- Environmental considerations will be high on the agenda for all relocation and refurbishment works that take place in any of our offices.
- We will partner with accredited and licenced cleaning and waste removal companies to ensure that our waste is disposed of appropriately and that the cleaning practices and materials used are as environmentally friendly as possible.
- We will work with our waste removal and building management companies to measure and set benchmarks for waste and recycling production allowing us to set reduction targets.
- Have initiatives in place in place to recycle as much waste as possible in all our offices.

Monitoring and Improvement: Seek out and implement improvements

- As a minimum we will fully comply with all relevant regulatory requirements, but our aim will always be to go over and above where we can.
- This policy will be reviewed, updated with improvements noted and implemented to improve our commitment.

Culture: Environmental awareness in critical for policy success.

- Stakeholder engagement is crucial to the success of our policy. We will therefore seek out creative ways to train and keep them committed to its implementation, making everyone aware of the impact their actions have on the environment both in and out of the workplace.