



Reducing Environmental Impact Policy



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Policy Name:	Reducing Environmental Impact Policy
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To:	Otto IT Leadership Team
From:	Office Manager

Reducing Environmental Impact Policy

Otto IT “the Company” is committed to reducing its environmental impact. We recognise that in carrying out our functions we have an impact on the environment. We are committed to reducing this impact and being an environmentally responsible organisation.

Environmental Audit

1. Current Electricity usage per quarter (circa 90 days) approx. 6400KWH
2. Current Greenhouse Gas Emissions average per quarter approx. 7.2 tonnes
3. Current water usage per quarter approx. 25,000 Lt (281 Lt per day)
4. Recycling – currently cardboard and e-waste only (no mixed recycling)

Improving Resource Efficiency

Targets

1. Electricity usage per quarter = 6500KWH (increase in staff forecasted)
2. Greenhouse Gas Emissions per quarter = 6.5 tonnes
3. Water usage per quarter = 23,000 Lt
4. Reduction in waste = initiate mixed recycling

Strategies

- Promote using less hot water
- Promote checking energy rating labels when buying new appliances
- Promote switching off kitchen appliances at the wall
- Lights are already separated and on sensors
- Improve waste and recycling storage and management
- Reduce waste outputs by increasing recycling (promote correct recycling)
- Promote preserving waterways by keeping waste out of drains
- Updating systems to improve operations
- Improved purchasing practices (reducing resources used)
- Improved record keeping and reporting (keeping track of water and energy usage and emissions)

Carbon Management Plan

The company has joined forces with Greenfleet an amazing organisation restoring native forests and ecosystems. We’re proud to be part of this mission and offset the CO2 emissions of our operations through Greenfleet.

Working from Home

Follow these energy saving tips when you’re at home

Switch appliances off at the wall (to instantly use 1-5% less energy)

TVs, computers, stereos, hairdryers, electric toothbrushes, radios, game consoles etc. still use energy in standby mode. When not in use, switch these appliances off at the wall. Also check energy rating labels when buying new appliances.

Use a power board

A power board can supply electricity to multiple appliances at the same time and allows you to switch off all appliances using the same switch.

Use lamps /spotlights/energy saving globes

If you only need a small amount of light, use lamps or spotlights instead of main lights. Change your old light globes to energy saving globes. Turn lights off in the rooms you're not using.

Cooking

Thaw food in the fridge first to reduce cooking time. Microwaves use less energy than an oven. When using an oven, avoid continuously opening the door. Keep lids on pots when cooking to reduce the amount of time and energy used (dinner will be cooked faster too). Use an electric kettle rather than the stove to boil water.

Dishwasher

Use the economy cycle for everyday washing and only run the dishwasher when it's full (this helps **save water** too).

Fridge and freezer

Set your fridge temperature to 4-5 degrees and your freezer temperature between -15 and -18 degrees Celsius. Keep fridges and freezers in a cool, well-ventilated spot away from the oven and the sun to save electricity. Keep a five-centimetre gap around your fridge so air circulates freely.

Washing & drying clothes

Only run the washing machine or dryer on a full load. Use cold water to wash clothes and spin them thoroughly before drying. Use a clothesline instead of a dryer wherever possible. Only use a dryer with a full load and when clothes are wrung well first. Clothes should never be placed in the dryer dripping wet. Keep the lint filter clean.

Use water wisely

Set the hot water temperature to 50 degrees Celsius. Installing water-saving showerheads in your home will reduce the amount of hot water and energy used. Shorten showers to less than five minutes.

Cooling and heating

Reduce your need for cooling and heating devices by:

Close doors to unused rooms to reduce the area you need to cool or heat. Keep curtains and outside window shades closed to reduce the amount of energy needed to maintain a consistent temperature inside. Look after your cooling and heating systems - clean your air conditioner or cooler and if needed get it serviced so it doesn't use as much energy to run. Remember to turn off your cooling or heating overnight and when you're not home.

Public Transport, Carpooling and Biking

Getting more people regularly walking, riding and catching public transport results in many positive outcomes across a wide range of areas.

Known Barriers

- Lack of awareness
- Lack of skills

- Lack of incentives

The company is committed to help employees increase their participation in walking, riding, or catching public transport to work. The company pledges to:

Provide the following amenities

- Showers, including a changing area
- Secure bike storage
- Cupboard space to store belongings

Increase awareness and education

- Conduct awareness campaigns to inform employees about the benefits of active commuting and using public transport (such as cost savings, health benefits, and reduced environmental impact)
- Organise movement challenges to encourage employees to participate in daily movement and wellness goals

Implement Initiatives

- Implement initiatives like carpooling programs or flexible work arrangements that encourage employees to share rides or commute outside peak hours

Lead by example

- Management and leadership lead by example by participating in active commuting and using public transport
- Showcase success stories of employees who have embraced active commuting as part of their daily commute to inspire others to do the same

Collaborate with local organisations

- Participate in community events focused on sustainable transportation, such as bike-to-work days and public transport challenges

Limiting Corporate Travel

The company aims to limit non-essential corporate travel by encouraging remote meetings, utilising virtual meeting technologies, and identifying situations where travel is truly necessary.

Remote Meeting Alternatives

The company:

- Encourages the use of video conferencing tools, such as Zoom and Microsoft Teams, for meetings and conferences
- Provides guidelines and training on utilising virtual meeting platforms effectively
- Sets a threshold for considering remote meetings instead of in-person travel, based on factors such as the number of participants, duration of the meeting, and purpose

Travel Approval Process

- Employees submit a travel rationale indicating the purpose, objectives, expected outcomes, and alternatives considered for each trip
- The office manager is responsible for reviewing and approving travel requests based on established criteria
- Transparency is promoted by providing feedback to employees on approved or rejected travel requests

Communication and Training

- Clearly communicate the Limiting Corporate Travel policy to all employees through various channels, such as email and induction processes

The Company shall work in conjunction with employees to review and update this policy, and other related policies and procedures as necessary.

Version Control

Version	Date	Author	Comment
1.0	11/0/2023	J.Tolsma	Policy created