

**Document Name:** Sustainability Policy  
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## Policy Intent

The purpose of this policy is to provide a framework for Moonsail's commitment to sustainable actions and responsible environmental management practises.

## Guiding principles

- To comply with, and exceed where possible, all applicable legislation, regulations, and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimize the environmental impact and increase the sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- Give preference to suppliers taking into consideration their sustainability practices; and
- To review, report on, and to continually strive to improve our sustainability performance.

## The Process

### Travel & Meetings:

- Where alternatives are available and practical, minimise travelling to meetings or gatherings e.g., using online resources
- Time meetings efficiently to avoid multiple trips.
- Walk, cycle and/or use public transport to attend meetings, site visits and gatherings, whenever possible and practical.
- Facilitate regular staff & client contact by providing virtual meeting spaces (The Moonroom) and operating in a virtual business structure to avoid excess travel.

### **Purchase of equipment and consumption of resources:**

- Minimize our use of paper and other office consumables e.g., by double-siding all paper used, and identifying opportunities to reduce waste.
- Arrange for the reuse or recycling of office waste where possible e.g., paper, computer supplies, and redundant equipment.
- Reduce battery use by replacing with rechargeable batteries in all practical situations, disposing of used batteries in recycling collection points.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment.
- Seek to use local suppliers where possible to reduce our carbon footprint and stimulate local economy.
- Whenever organising giveaways to clients, potential clients, or employees, consider sustainable and reusable options.
- Make donations seeking to offset carbon emissions from our activities.
- Ensure that consumables, whenever available, are from sustainable and/or fair-trade origins.

### **Working practices and advice to stakeholders**

- Ensure that any staff that we employ take account of sustainability issues in their advice to clients.
- Ensure all clients, future clients, and suppliers are aware of our sustainability policy.

### **Responsibilities**

It is the responsibility of the Directors to ensure that:

- staff are aware of this policy.
- appropriate controls are in place to ensure the appropriate application of this policy; and

### **Implementation**

This policy is not to be considered in isolation. It is to be read in conjunction with all related policies and other documents, including, but not limited to, those specifically listed in the body of this policy.