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 practices.

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 minimise 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.
- To set measurable sustainability targets and to monitor, report on, and review our progress against them.

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 and operating in a virtual business structure to avoid excess travel.

Purchase of equipment and consumption of resources:

- Minimise 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.
- Favour rechargeable batteries where practical and dispose of used batteries at designated 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.
- Prioritise reducing emissions at source, and use credible, independently verified carbon offsets only for unavoidable emissions.
- Ensure that consumables, whenever available, are from sustainable and/or fair-trade origins.
- Minimise our digital carbon footprint by managing data storage, extending the lifecycle of devices, and responsibly reusing or recycling electronic waste.

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, led by a nominated Director with day-to-day accountability for this policy, to ensure that:

- staff are aware of this policy.
- appropriate controls are in place to ensure the appropriate application of this policy; and
- this policy is reviewed at least annually, and progress against our sustainability commitments is reported to staff and, where appropriate, to clients.

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.

We will monitor developments in Australian sustainability reporting, including the Australian Sustainability Reporting Standards (AASB S1 and AASB S2), and align our practices with these requirements as and when they apply to us.