

## Key Objectives

In recognition of the importance of contributing to a healthier environment through a reduction of waste and the promotion of environmental sustainability, Echo Interpreting (the Company) is committed to adopting necessary measures in its day-to-day work practices which aim to minimise our impact on the environment and reduce risk to the health, safety and welfare of employees, clients, suppliers, the wider public and anyone else who may be affected by our business operations.

## Purpose

Echo Interpreting recognises our responsibility to use resources wisely and conserve for the future. In this spirit of good corporate citizenship and long-term vision we have established this policy to ensure an organisation-wide focus on key conservation principles and sustainable, ethical use of limited resources.

## Principles

**AVOID:** Systems and practices shown to be wasteful.

**REDUCE:** Resource expensive processes will be minimised wherever possible; **REUSE:** Extract the maximum use from every resource available.

**RECYCLE:** Ensure maximum recycling of used products and replacement of recycled ones where possible.

## Achievements to Date

Development of time sheet app for smart phones and use of electronic accounting software to reduce paper and associated inputs.

Web based systems allowing office staff to work remotely, thus cutting down on pollution.

## Accountability

All members of the Company share the responsibility for promoting environmental sustainability through everyday work practices.

Our office location is easily accessible by public transport thus cutting down on pollution. We maintain a low energy usage central office complex including computers and printers that are turned off at night. Low energy lighting switched off when not in use. No disposable crockery, cutlery, or glassware. Use of recycled paper products and refillable ink cartridges, where possible.

## Maintain Normal Operating Systems.

A minimum paper usage office including:

- online booking system including:
- online registration
- online booking submission
- online invitations sent to interpreters/note-takers via SMS messages or emails.
- accept/decline messages received.
- interpreters allocated.
- interpreters automatically notified.
- clients automatically notified.
- online messaging system allows quick location of an interpreter's contact details to notify them of change of venue/time/date information. This system also allows many messages to be sent simultaneously.
- online invoicing and remittance system
- Purchases of smart and web-based products to reduce paper and associated inputs.
- Conducting meetings via teleconferencing or by using Skype or working remotely where possible to avoid car use contributing to pollution and wherever possible carbon offset.

## Employers Commitment

The Company's commitment to environmental sustainability is illustrated in the following management processes. At all times management will:

- Comply with environmental legislation, regulations, standards, and codes of practice relating to the communities and on particular client sites in which we work.
- Consider the impact of processes and practices on the environment in the decision-making stages of planning and managing operations, activities and projects and where reasonably practicable make adjustments to planning and adopt process solutions which are demonstrative of the company's commitment to environment sustainability.
- Promote and encourage environmental awareness and provide training on workplace practices in line with environmental responsibilities.
- Provide resources which facilitate environmentally friendly practices in line with this policy.
- Continue to encourage and be open to feedback and participation from employees in the management of environmental impact.
- Collectively continue to monitor the environmental work practices and ensure employees are acting in accordance with their responsibilities.
- Re- assess processes periodically to ensure they remain effective and up-to-date and adopt new environmental practices where reasonably practicable.

## General Workplace Practices

In order to reduce our carbon footprint, we ask our employees to observe the following:

- Observe and use re-cycling bins for recycled products.
- Use green recycled paper if printing is necessary and transition from paper based documentation to a paperless cloud based system.
- Ensure memberships and any signatory requirements are completed in an online format.
- Regularly review electrical equipment and service or replace parts which are energy efficient.
- Use green cleaning products.
- Recycle batteries and ink-cartridges in an environmentally safe manner.
- Turn off un-used machinery and equipment and ensure light switches are off when exiting an un-occupied room.
- Where possible carpool or ride a bicycle to work to reduce carbon emissions
- Use non-toxic cleaning products.
- Ensure water is used efficiently and where possible recycled.
- Ensure vegetarian/vegan options in provision of catering for meetings.
- A casual dress code means staff can dress according to the weather, thus keeping cooling and heating costs down.