

Shiv Martin Consulting

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Environmental Sustainability Policy



SHIV MARTIN CONSULTING
RESOLVE CONFLICT. BUILD TRUST. STRENGTHEN TEAMS.

Contents

- Environmental Sustainability Policy..... 3
 - Purpose and scope..... 3
 - Commitment..... 3
 - Related forms..... 3
- Sustainable Practices and Procedures..... 4
 - Energy efficiency and home-based work..... 4
 - Waste reduction and pollution prevention..... 4
 - Sustainable travel and event delivery..... 4
 - Sustainable sourcing..... 4
 - Digital Sustainability..... 4
- Monitoring and review..... 5

ENVIRONMENTAL SUSTAINABILITY POLICY

Purpose and scope

As a consulting services provider, our Environmental Sustainability Policy is centred on minimising our environmental footprint both in our internal operations and through our client engagements. We are committed to integrating sustainable practices across our day-to-day activities - such as energy use, travel and resource consumption.

This policy applies to all staff, consultants, contractors and visitors engaged in our work across office-based and remote settings.

Commitment

Shiv Martin Consulting recognises our responsibility to contribute to a more sustainable future. As a people-centred consultancy, we are committed to conducting our work in an environmentally conscious manner and embedding sustainability into all aspects of our operations and service delivery.

We achieve this by:

- Complying with all relevant Federal and State environmental legislation, including the *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*
- Minimising our carbon footprint and reducing resource consumption
- Promoting digital-first practices to reduce paper and energy use
- Supporting environmentally responsible partners and suppliers
- Actively pursuing opportunities for continuous improvement
- Enhancing our environmental performance through responsible practices and innovation

Related forms

In addition to this Environmental Sustainability Policy, Shiv Martin Consulting has the following related policies and forms:

- Code of Conduct
- Quality Assurance Policy
- WHS Policy
- WHS Checklist – Working from Home and External Venues
- Risk Management Policy
- Social Procurement Policy
- Modern Slavery Policy
- Privacy & Confidentiality Policy
- Hazard Report Form
- Incident Report Form

SUSTAINABLE PRACTICES AND PROCEDURES

As a home-based, client-facing consultancy, Shiv Martin Consulting is committed to integrating sustainability and environmentally responsible practices into all aspects of our work - whether from remote offices, client sites, or during travel for workshops and training.

All staff, including independent contractors, are encouraged to apply the following environmentally responsible practices in their work environments when working in office settings, from home, or at external locations.

Energy efficiency and home-based work

- Use energy-efficient lighting (e.g. LED) and energy-saving settings on computers and devices.
- Manage heating and cooling responsibly, ensuring systems are used only when needed.
- Turn off lights, monitors and electronic equipment when not in use.
- Choose energy-efficient appliances and settings within the home workspace.

Waste reduction and pollution prevention

- Prioritise digital tools and paperless workflows to reduce physical waste.
- When printing is necessary, use recycled paper and print double-sided where possible.
- Recycle all paper waste and packaging through local council services.
- Dispose of used printer cartridges through approved recycling programs such as Cartridges 4 Planet Ark.

Sustainable travel and event delivery

- Deliver workshops, meetings and mediation sessions virtually when appropriate.
- When travel is necessary, prioritise low-impact options such as public transport.
- Coordinate carpooling or shared travel arrangements when attending team activities or client events.
- Offset carbon emissions from business-related travel where feasible.

Sustainable sourcing

- Select venues, suppliers and partners who demonstrate a commitment to environmentally responsible practices.
- Choose eco-friendly products and services when planning training sessions or events (e.g. minimal packaging, recyclable materials, sustainable catering).

Digital Sustainability

- Use cloud-based platforms with strong sustainability credentials for storing and sharing documents.
- Regularly review and clean up digital files to avoid unnecessary storage and data load.
- Send links to shared documents instead of large attachments to reduce bandwidth and energy use.

MONITORING AND REVIEW

Shiv Martin Consulting is committed to the ongoing evaluation and improvement of our environmental sustainability practices. We conduct annual audits across our operations to assess our performance, ensure compliance with relevant environmental standards, and identify opportunities for improvement. These audits form part of our broader internal compliance processes and are used to guide meaningful updates to our approach to sustainability. All staff and independent contractors are briefed on this policy and encouraged to actively participate by providing feedback and suggestions.

As a small consultancy, we view sustainability as a shared responsibility and welcome ideas that enhance our environmental performance. Through regular review and a commitment to continuous improvement, we aim to embed sustainability more deeply into all aspects of our service delivery.