

Waste Policy Aim:

To develop a Waste Management Programme to help achieve our zero waste target.

Action:	Set up effective options for reducing, reusing and recycling in the office and the staff room.
	Remove rubbish bins from all desks and replace them with recycling and small compostable bins.
	Where practical, actively maintain a worm farm/Bokashi compost bin to maximise organic waste diversion.
	Opt for as many paper free communications as possible.
	Consider setting up a Bokashi compost system in the workplace which staff can take home.
	Properly dispose of all e-waste through places such as the Sustainability Trust. Make sure all staff know how to dispose of mobile phones and other electronic wastes.
	Keep each area tidy/litter free in the office to limit environmental impact.
	Encourage all staff to bring their own re-useable containers for food.
	Encourage all staff members to use keep cups and re-useable drink bottles to avoid waste.
Record & Report:	Provide six monthly data on waste recycling and reduction methods.

Transport Policy Aim:

To develop, implement and review a programme which encourages sustainable transport options for both staff and business travel.

Action:	Ensure office has some kind of facility that enables sustainable transport options for staff and visitors (e.g. is located close to public transport/has showers).
	Provide bike parking at office.
	Promote flexible working arrangements for staff, to help avoid rush hour.
	Encourage all staff to use public transport as their first mode of transport.
	Combine meetings and errands when possible.
	Purchase an electric company vehicle by 2020.
	Staff to aim to walk or cycle in to work at least three days a week.
Record & Report:	Measure CO2 emissions and offset these through team tree planting throughout the year.
	Complete a travel plan survey, with CO2 recorded and entered into ACE calculator and stored on the intranet.
	Review the travel plan annually.

Purchasing Policy Aim:

To encourage a working environment where we understand what the products we're purchasing are made of, where they're made, and how they're impacting the environment. We aim to actively make sustainable buying choices whenever possible.

Action:	Buy made in New Zealand products whenever possible to reduce the impact of long-distance shipping and to support local industries.
	Buy cleaning products that meet environmental standards and have more environmentally friendly ingredients.
	When choosing food and beverages for catering and in office kitchens, look for locally grown, fair trade and organic products.
	Choose organic and Fair Trade coffee and tea.
	Any imported products must support Fair Trade principles.
	Buy recycled paper and use vegetable-based inks in our computers.
	Opt for the highest energy efficient ratings on all heating and lighting products.
	Reduce unnecessary purchasing.
	Avoid disposable products designed for single use.
	Buy goods that are repairable and easily upgraded.
	Ask suppliers whether they have environmental and social policies.
	Are international human rights and worker health and safety practices followed?