



OFFICE SUSTAINABILITY POLICY

The Australian Accounting Standards Board (**AASB**) and the Auditing and Assurance Standards Board (**AUASB**) (together, '**the Offices**') is fully committed to being a sustainable and responsible workplace that minimises our environmental impact and maximises our social contribution.

Our Environmental Principles:

- The Offices will reduce our impact on the environment and adopt practices that use resources sustainably.
- We will focus on meeting and exceeding government requirements and drive better outcomes at the whole of government level.
- We aspire to model environmental best practices by adopting new developments and processes as they become available.
- The Offices will engage with our people to change behaviours and support environmental outcomes.

Our Environmental Practices:

1. Our office at 500 Collins Street Melbourne is a 5-Star Green Star Office Design V1 accreditation from the Green Building Council of Australia. For further information on the building's environmentally sustainable development initiatives, refer to [500 Collins Street](#).
2. Eliminate paper use by following the paperless system. Reduce the need to print by reading and storing documents electronically. When paper use is necessary, print on both sides of the paper.
3. Use the recycling facilities in the office, including organic, plastic, glass and paper (excluding required documents to be securely disposed of).
4. Have live plants in the office to decrease air pollution.
5. Reduce waste in the staff kitchen by using the supplied reusable dinnerware, cups, and cutlery. Buy bulk coffee grounds instead of individual coffee pods.
6. Apply the Procurement Sustainability Principles when purchasing goods and services. [Sustainable Procurement Guide - DCCEEW](#).
7. Reduce travel by taking advantage of virtual meeting options where practical.