



## **Objective:**

To establish an environmental management framework for Balance Carbon in the conduct of our business.

## **Background:**

Balance Carbon provides a unique service offering through our three pillars of assurance and advisory, utility data management and carbon offset products. Our business is assisting our Clients in measuring, managing and reporting on their environmental and sustainability goals. We must therefore be prepared to “walk the talk” in our own operations.

## **Managing our Direct Impact on the Environment:**

Balance Carbon operates offices in Brisbane, Adelaide and Melbourne.

**Measure:** Balance Carbon will utilise our cloud based reporting system, Trellis, to measure our greenhouse gas inventory and our resource consumption.

**Manage:** Our staff will seek to use resources efficiently and minimise waste generated as a result of our business activities, products and services.

In undertaking our business activities, our largest contributor to emissions is that related to business travel. For this we commit to:

- Utilising video and teleconferencing facilities wherever possible to avoid travel.
- Where travel is required, we will track and offset our carbon emissions of our flights, taxis and hire car use as part of our annual corporate emissions accounting and reporting process. We will also utilise public transport wherever possible.

In considering our broader impacts on the environment we commit to the following:

- Avoiding the use of paper wherever possible through electronic communications.
- Applying the waste hierarchy of avoid, reduce, re-use and recycle in conducting our business.
- Offset our unavoidable corporate emissions including Scope 1, Scope 2 and Scope 3 emissions using NCOS compliant carbon offsets.

**Report:** Balance Carbon will publish an annual greenhouse gas inventory for each financial year.

## **Commitment to Continual Improvement:**

As part of our commitment to innovation and improved environmental performance we will consider new products and services to help us reduce our impact on the environment as and when they become available.



Balance Carbon as an organisation will implement systems and processes, which ensure continual improvement and alignment with Australian and International Standards such as ISO14001 and NCOS.

## **Governance and Management**

Ultimate responsibility for our environmental performance will reside with our Board and Managing Director.

As a small business we recognise that each employee can significantly contribute to the environmental impact and improvement of Balance Carbon.

## **Review of this Policy**

This policy will be reviewed annually.

Approved:

Matthew Shorten,  
**Managing Director**  
01 October, 2015