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ENVIRONMENTAL MANAGEMENT SYSTEM

Equal Bytes is committed to managing all aspects of our operations in an environmentally and socially responsible manner.

Communication of our Environmental and Social Responsibility Policy

Employees and contractors read our Environmental and Social Responsibility Policy, along with our other policies, as part of their induction process. They are actively educated on their environmental responsibilities so that it is integrated into their work practises and decision making and be taken into the wider community.

The policy is also to be found on our website, to reflect our values and commitments to other stakeholders and the wider community.

Environmental Legislation and Sustainability Commitments

Hazardous Substances

Equal Bytes does not produce, use or store any hazardous substances. Environmentally friendly cleaning products are chosen for cleaning the offices.

Waste Management

Equal Bytes actively promotes waste minimisation by reducing, re-using, repurposing, refusing, rethinking and recycling, as appropriate.

Examples of this are:

- Minimising the need for printing documents or sending letters.
- Actively avoiding plastic products and products with excessive packaging.
- Buying products that are made from recycled materials eg. printer paper, toilet paper, tissues.
- Recycling or re-using eg. paper, food waste (composting), packaging, printer cartridges, electronic equipment etc.

*Working together
to help companies thrive
in a rapidly changing world*

Energy Efficiency

Equal Bytes is committed to reducing our energy use and our carbon footprint. Energy efficiency measures include:

- Installation of solar panels to meet most of our energy requirements, with a plan to soon become energy self-sufficient.
- Using energy efficient lighting.
- Turning off all lights and electronic equipment when not in use.
- Turning down, or off, heating or air conditioning, to acceptable levels.
- Choosing energy efficient electronic appliances.
- Using and continuing to invest in technologies that provide alternatives to business travel.

Water Usage

Equal Bytes has installed 3 large capacity rainwater tanks which are currently used for watering garden areas when needed. A future project is planned to connect up toilets to use this water for flushing.

The property on which Equal Bytes is located is being maintained as natural bushland and requires minimal watering.

Local Environment

Equal Bytes promotes the protection and enhancement of environmental biodiversity and ecosystems through regeneration programs.

Equal Bytes is located on the edge of the Dandenong Ranges National Park. The property is being maintained as local bushland, providing habitats for many local species.

We are currently undertaking a project to convert an on-site swimming pool into a pond, filtered naturally through reed beds, eliminating the need for chemicals and large electrical pumps. This pond is attracting local wildlife, including frogs and birds.

Social Responsibility

Equal Bytes has a strong commitment to social responsibility.

We deal with suppliers, employees and clients in a responsible way and promote best practice in everything we do.

We liaise and support the local community by:

- Having procedures to minimise disturbance to neighbours.
- Purchasing from local and sustainable sources, where possible.

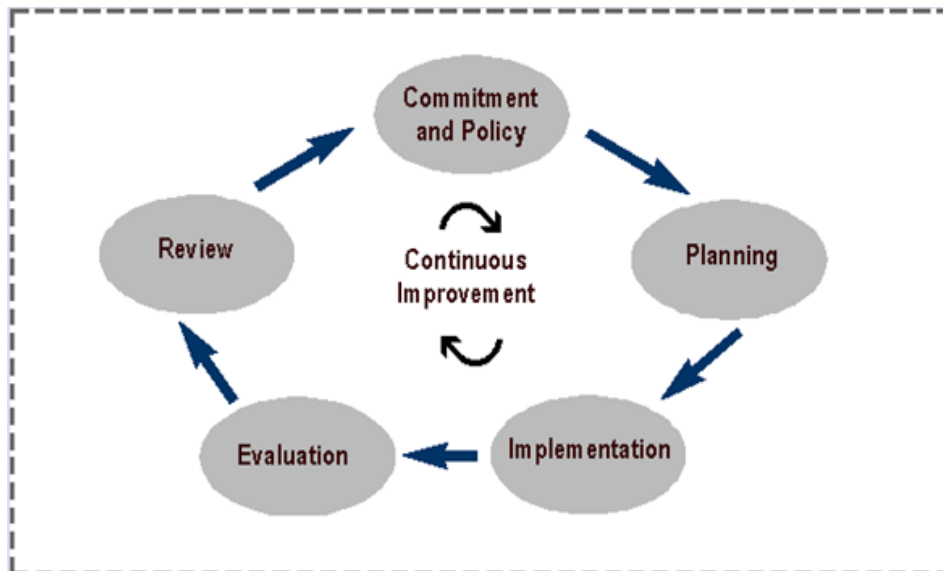
- Supporting charity programs to help our local community. Liaising with the local community.
- Dealing with suppliers, employees and clients in a responsible way and promoting best practice.

Equal Bytes Manager, John Csorgo, is currently volunteering as Chairperson of the Board for Outer East Foodshare. This organisation provides a link between Foodbank Victoria, local food businesses and food relief agencies in the Yarra Ranges. He also volunteers on the committee for Yarra Ranges Emergency Relief Network.

Review and Continuous Improvement

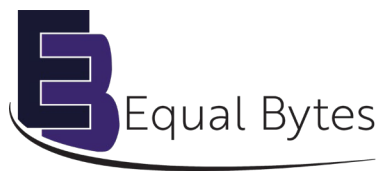
Equal Bytes pursues a programme of continuous improvement by reviewing our Environmental Management System on a regular basis and by actively encouraging staff to think about their environmental and social responsibilities.

Environmental and social responsibility management are on the agenda for weekly staff meetings.



Related Policies

- Environmental and Social Responsibility Policy



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Last Updated: May 2020