



## **STEDMANS HOSPITALITY PERSONNEL & TRAINING PTY LTD**

### **ENVIRONMENTAL POLICY**

Details of Stedmans Hospitality environmental systems, business practices, policies and procedures:

In the office environment Stedmans Hospitality has adopted the following environmental practices:

- As much as possible all purchases for Stedmans are done to source the most environmentally sound product with an emphasis on recycled materials.
- Limited paper usage
- Only recycled paper products used
- Decreased carbon footprint via limiting power usage
- Twice-weekly garbage removal
- Fortnightly paper recycling through an accredited contractor
- Stedmans has worked closely with the owners of the office premises on the monitoring of air conditioning programs so as to minimize the use of electricity in off-peak periods
- Stedmans also works closely with our external IT providers to ensure that all systems are shut down in off peak times to limit electricity use

Stedmans Hospitality also follows the tips set out by *CitySwitch* and supported by the City of Sydney Council.

- Activate “sleep” mode on office equipment that isn’t in constant use
- Desks arranged near windows to maximize natural light usage in the office
- Pale, reflective paint colours were selected to maximise natural light reflection in a recent redecoration
- All equipment shut down at the power source when not in use

At all event and workplaces Stedmans Hospitality adheres to the following environmental responsible business practices:

- All waste is disposed of in a safe and correct manner
- Waste matter is poured through the correct drainage or into correct containers
- Staff encouraged to catch public transport to all sites
- If driving to a site staff are encouraged to car pool

1<sup>st</sup> of December 2014

Mandy Foley-Quin  
Managing Director  
Stedmans Hospitality Personnel & Training P/L