

Environmental Policy objectives and targets

MINIMISE WASTE BY REDUCTION, REUSE, REPAIR AND RECYCLING METHODS.

Targets:

1) REDUCE THE AMOUNT OF OFFICE WASTE GOING TO LANDFILL BY RECYCLING 80% OF TOTAL WASTES ARISING BY DECEMBER 2012

To achieve our objective it is the policy of the Transway to:

- maintain records of baseline information locally for levels of recycled office waste generated;
- promote the reduced use of paper, e.g. by double-sided printing and copying, using waste paper as scrap paper before recycling and maximizing the use of alternative technologies and electronic media;
- provide central arrangements to recycle waste paper, cardboard, plastic, glass, toner cartridges, drinks cans, furniture, fluorescent tubes, personal computers, monitors, keyboards, printers, mobile/desk telephones, fax machines and other miscellaneous office equipment;
- encourage staff, manufacturers, suppliers and contractors to minimize the volume of packaging used and to recover and recycle packaging where practicable;
- process all waste in accordance with legal requirements and best practice;
- establish baseline of wastes arising following implementation of eRDM and establish waste minimization target;
- develop programs of activities to reduce wastes arising from baseline year;

It is the responsibility of all Transway employs to:

- observe the waste hierarchy and practice the "4 Rs" to minimize wastes arising
- ensure you print and photocopy double-sided wherever possible;
- purchase only what is needed - savings from smaller unit costs for bulk orders are lost if items are left unused;
- use available waste management facilities effectively to minimize the amounts of waste sent to landfill;
- encourage suppliers to minimize volumes of packaging used or, where possible, use packaging which can be returned to the supplier for reuse;
- re-use envelopes & packaging where practical and recycle where not;
- When ordering, consider extended packaging, like wooden pallets, associated with the delivery of goods.
- All computers will use active standby configuration so if not used all relevant peripherals will go in to standby mode.
- Purchasing of "Energy Star" complaint computer hardware only.
- Shutting down all electrical subsystems via relevant main blacker switches during non-working hours.

2) PURCHASE PRODUCTS AND SERVICES WITH REGARD TO THEIR ENVIRONMENTAL IMPACT.

To achieve our objective it is the policy of Transway to:

a. IN GENERAL

- disseminate guidance on sustainable procurement;
- require that all purchases are made in accordance with this environmental policy statement, relevant current and foreseen legislation, its guides for suppliers and buyers and other official guidance;
- ensure that the practice of its buyers is consistent with this statement;

- specify recycled products where practicable and where they provide value for money taking account of whole life costs;
- encourage the use of the most energy efficient products where they give value for money, taking account of whole life costs;
- specify at least 5% of the value of materials used on projects over 2M\$ in construction applications should derive from recycled content;
- specify fully bio-degradable substances such as wood, cardboard and vegetable based lubricating oils, where they represent the best environmental option and value for money;
- minimize the use of batteries, where there is a better environmental option offering value for money, by improving information about alternatives to buyers;
- integrate reclamation and recycling or an environmentally preferable method of disposal of packaging into supply contracts;
- develop practical trials in the workplace to establish suitability of environmentally preferable goods for general office use;
- meet all relevant current and foreseen statutory regulations and official codes of practice and ensure contractors do the same while working with Transway

b. WOOD

- minimize the need to purchase wood products by re-using or reconfiguring existing resources where practical;
- specify in orders and contracts that suppliers must provide evidence that timber and timber products have been lawfully obtained from forests or plantations that are being sustainably managed;
- consider buying reclaimed timber or products made from reclaimed timber where it is cost effective and practical;
- specify chipboard and medium density fiberboards (MDF) indicating a preference for those made with a minimum percentage of 80% recycled material;
- ensure documented or certified evidence under a credible scheme is provided by suppliers which demonstrates:

1. the operation of an environmental management system, incorporating forest management criteria that complies with internationally recognized principles;
2. certification under a national or country specific scheme which is approved by one or more internationally recognized umbrella or accreditation schemes;

- put in place procedures for considering and recording any purchase which cannot be substantiated as coming from sustainable sources which cover:

1. the necessity of the purchase (eg for particular species of timber)
2. The specification, e.g. Can another species meet the requirements? Can large sizes be met by gluing? Can supply dates be extended?
3. justification of the purchase in terms of value for money taking account of whole life cycle costs
4. the use of independent advice;
5. an assessment of the effect of using alternative products, eg is the alternative (steel, concrete, plastic, etc) likely to be more damaging to the environment; and

- Obtain authorization from a senior manager at least one level above that of the project manager only if an exemption to the above is essential.

c. PAPER

- ensure that all Transway employees purchase recycled paper for general office applications containing 100% recycled content with a minimum of 75% post-consumer waste;
- all other paper for printing and writing applications should contain at least 50% recycled content;
- ensure all products for tissue paper applications contain 100% recycled content;

It is the responsibility of all Transway Employees to:

- satisfy the environmental considerations of Transway's procurement policy; and use recycled paper for all general printing, photocopying and writing applications.

3) USE ENERGY EFFICIENTLY TO MINIMISE GREENHOUSE GAS EMISSIONS.

Targets:

- Reduce total electrical usage per employee by 10% by the end of 2012 relative to 2011 levels.
- Reduce total electrical usage per employee by 25% by the end of 2018 relative to 2011 levels.

To achieve our objective it is the policy of Transway to:

- maintain our plant and machinery to ensure optimum efficiency;
- encourage staff to save energy through activities to raise their environmental awareness in the workplace and at home;
- continue to research new products, methods and technologies for conserving energy and resources, including heat exchange units, renewable power generation and displacement cooling systems whenever feasible and cost effective;
- develop an energy action plan identifying no cost, low cost and capital cost measures looking at both better management of existing systems and where better technology can be utilized to reduce the carbon emissions relative to building operations;
- Display the 'operational ratings' (actual energy performance) at our Office buildings

It is the responsibility of Transway employee's staff to:

- use all electrical equipment efficiently to minimize energy waste remembering to switch off when not in use and before you leave each night;
- Shut down the PC when intending on being away from your desk for more than 30 minutes, or when not in use - as a guide if the screensaver is showing at least the monitor should be switched off. Remember to switch off your monitor each time you power down your PC; even in power save with the base unit switched off it is still using energy;
- Not use personal electrical items in the workplace such as kettles and toasters.
- Report any heating or lighting faults or damage to help minimize possibility of energy waste; and work within the requirements of the Government's thermal comfort guidance to help ensure efficient use of energy.

4) REDUCE THE NEED FOR TRAVEL.

Targets:

- Eliminate the excess of company cars used for in town meetings to no more than one. By the end of 2012.

To achieve our objective it is the policy of Transway to:

- reduce congestion and exhaust emissions by introducing and developing Travel Plans for business trips and transport operations have on the environment;
- continually review the feasibility and availability of alternative-fuelled technology for Transway vehicle fleet;
- prohibit the unnecessary idling of vehicle or other engines on Transway sites;

It is the responsibility of Transway employee's to:

- ensure that the need to travel is essential or whether business needs can be met by some other method like videoconference or audio conference;
- Drive efficiently to minimize the environmental impact of the journey.

5) MAKE ENVIRONMENTAL INFORMATION OPENLY AVAILABLE TO EMPLOYEES AND THE PUBLIC

To achieve our objective it is the policy of Transway

- produce annual environmental management information for inclusion in a report;
- maintain an environmental management Internet site;

It is the responsibility of all Transway staff to:

- Familiarize themselves with the requirements of this policy.