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## Overview

Waco Kwikform (the “**Company**”, “**Waco**”) accepts that we must play our part to preserve the environmental sustainability of the planet, at all levels of our operation – in our own business practice, as a participant in the communities we operate within and as a participant in the broader Global social discourse.

Waco aspires to minimise our impact on the environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst employees, contractors, suppliers and stakeholders at all levels.

Waco is committed not only to complying with applicable laws in all of our operations but to minimise risks and impacts through the development of systems to implement, measure, monitor, and disseminate excellent environmental performance both within our operations and to the broader community.

## Purpose

The **Waco Kwikform Environment and Sustainability Policy** (the “**Policy**”) states our commitment to supporting the principles of environmental sustainability and recognises that a sustainable environment is central to our lives and our work.

The purpose of our Environment and Sustainability Policy is to:

- implement environmentally sustainable improvement actions within the Company
- monitor the environmental actions and improvements internally
- communicate environmental initiatives internally and externally.

## Application

The Waco Kwikform Environment and Sustainability Policy applies to all permanent, fixed-term and casual employees (“**Employees**”) of Waco Kwikform Ltd (“**Waco Australia**”) and APL Kwikform Pty Ltd (“**Waco New Zealand**”), collectively referred to hereafter as “**Waco**” who are engaged to work in Australia and New Zealand, including any subsidiaries. It also shall apply to contractors and sub-contractors to the extent it may legally do so.

The Policy does not form part of any Employee’s Contract of Employment and is not incorporated into any Employee’s Contract of Employment for any purpose. Similarly, the Policy does not form part of any Contractor’s or Subcontractor’s Service Contract with the Company and is not incorporated into any Service Contract.

The Company reserves the right to amend the Policy at any time.

## Policy

Waco respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and shall endeavour to take actions to prevent degradation of those natural systems.

The Company commits to the following principles and practices:

- Monitoring and managing our environmental performance and working towards targets set to reduce adverse impacts.

- Complying with relevant environmental policy, practices, regulations and legislation, and industry-specific legislation.
- Reducing the consumption of natural resources in daily operations, including water, paper and energy.
- Maximising the recycling of resources.
- Disposing of waste appropriately, including e-waste at designated e-waste centres.
- Committing to the principles of preventing pollution to the environment and continual improvement.
- Minimising pollution by taking steps to limit carbon emissions resulting from vehicle and air travel.
- Where possible, encouraging suppliers to meet high standards of environmental performance.
- Communicating the Policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.
- Reporting on the Company's environmental performance in both internal and external communications, where relevant.

## Responsibilities

### Executive Team

- Develop the Policy and Framework
- Ensure workplace policies and practices are fair and equitable
- Communicate the Policy to all Employees as appropriate
- Ensure workplace practices adhere to legislation
- Create a workplace that values environmental sustainability
- Monitor the effectiveness of the Policy and Framework and adjust accordingly

### People Leaders

- Ensure all Employees understand the Policy
- Implement and apply the Policy and Framework
- Role model and encourage behaviours consistent with the Policy
- Education and training of the Policy and Framework

### Employees

- Adhere to the policy
- Report any instances of activity inconsistent with the Policy

## The Environment and Sustainability Framework

Waco's Environment and Sustainability Framework is founded on the following principles:

1. The development of guidelines for employees, contractors and other stakeholders to adopt sound environmental work practices, and to provide adequate training to ensure these practices are carried out.
2. To act responsibly in identifying environmental risk and to correct incidents or conditions that endanger health, safety, or the environment. Promptly reporting any such incidents to the relevant authorities and inform affected parties as appropriate.
3. To use reasonable endeavours to reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. To use reasonable endeavours to source and provide services and products that are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.

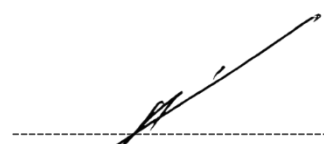
5. To use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. To use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. To use reasonable endeavours to utilise our knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
8. To use reasonable endeavours to document environmental hazards in our operations and have appropriate remediation/ corrective action plans in place.
9. To use reasonable endeavours to meet or exceed all applicable government requirements.
10. To Implement and conduct audits and self-assessments of our compliance with the Policy.
11. To maintain an open and honest dialogue with employees, contractors, customers, stakeholders, and the public about the environmental, health and safety performance of our operations and services.
12. To use reasonable endeavours to ensure that every employee and contractor is informed of the Policy and the expectations to follow the Policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

## Related Policies and Programs

- Code of Conduct Policy
- Workplace Behaviour and Conduct Policy
- Workplace Health and Safety Policy
- Workplace Safety Management Program

## Further Information

Please refer to your Manager, the Company Intranet, Employee Handbook or Contractor Handbook and related Policies for further information. Alternatively, please send your feedback or questions to [Ask\\_HR@wacokwikform.com.au](mailto:Ask_HR@wacokwikform.com.au).



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**Mike Els**  
CEO  
Waco Kwikform Group

## Policy Authorisation

Effective Date	Review Date	Accountable Department	Accountable Officer
01 July 2021	30 June 2024	Human Resources	HR Director