



Carbon Neutral
Environmental Policy
V1

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Carbon Neutral provides information, services, tools, and products that enable organisations & individuals to reduce and offset their greenhouse gas emissions, and contribute to revegetation projects.

Carbon Neutral is a Greenhouse Challenge member having fulfilled its obligations under this Department of Climate Change initiative.

We are currently implementing Carbon Neutral's Four Step Carbon Reduction Programme for our organisation to reduce our carbon footprint.

We are committed to:

1. Reducing our carbon footprint through energy and resource use efficiency initiatives, staff engagement activities and purchasing decisions on an ongoing basis.
2. Developing an Action Plan and raising awareness internally of the steps we need to take to reduce our carbon footprint;
3. Telling our stakeholders what our emission reduction target is and encouraging them to participate in Carbon Neutral's *Four Step Carbon Reduction Programme or online calculators to measure emissions*;
4. Working closely with our landlord to help reduce their carbon footprint and thus work towards our targets; and
5. Offsetting all non-reducible emissions through the purchase of Verified Emissions Reduction units.

The action plan will be communicated to our staff and stakeholders through use of our website and e-newsletter and within our main office. The action plan will show our commitments, initial plan and the subsequent results.

This environmental policy will be on display in our office, included in general communications and on our website, and will be reviewed annually.

A key member of the office team will be responsible for the implementation of the action plan and subsequent reduction of our carbon footprint.