

Environmental Sustainability Policy

McMillan Shakespeare Group of Companies



McMillanShakespeareGroup

Reviewed and Adopted by the Board on 29 May 2020

Document Owner	Group Chief Financial Officer
Version Control	Version 1.0 – May 2020
Approved by the Board	29 May 2020

Table of Contents

Table of Contents	3
1. Overview and Objectives of the Policy	4
2. Scope.....	4
3. Our commitment to the Environment.....	4
4. MMS Environmental Responsibilities	5
5. Related Documents.....	6

1. Overview and Objectives of the Policy

The Board and Management of McMillan Shakespeare Limited (MMS) take its duty of care to preserving the environmental sustainability of the planet seriously. As a Group, we recognise that climate change represents a significant global risk and we seek to minimise the impacts of climate change resulting from our business in relation to the communities in which we operate.

As a diverse service-based group of companies delivering a range of products across many industry sectors, we understand that our direct impact on the environment is relatively low. We specifically acknowledge the role we play in the financing and management of vehicles. While this is only one part of our overall operations, it does have a more direct impact on the environment and we aspire to minimise this impact through the effective use of our resources.

MMS strives to achieve this by increasing communication and awareness of our efforts in accordance with this policy and by fostering responsible environmental behaviour amongst our staff, our suppliers and our stakeholders. We are committed to minimising risk through the development of systems to *Avoid, Reduce and Off-set* our impact on the environment. In addition, we are working to embed environmentally sustainable practices within our operations and to help educate stakeholders in the broader community about the sustainability of our products and services.

2. Scope

The MMS Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into the organisation's activities.

We will establish and promote sound environmental practices to *Avoid, Reduce and Off-set* the negative impacts our operations may have on the environment. We will also help educate our staff, and stakeholders in the broader community, about the sustainability of our products and services.

This policy applies to all business units of McMillan Shakespeare Limited (MMS) and to all persons employed by or representing the McMillan Shakespeare Group (MMSG), whether full time, part time or casual.

3. Our commitment to the Environment

MMS commits itself to minimising its impact on our environment through

- Providing a safe and healthy workplace.
- Having a culture of environmental awareness, where responsibility is assigned and understood.
- Being an environmentally responsible neighbour in our community.
- Conserving natural resources by reusing and recycling.
- Using, in our own operations, processes that do not adversely affect the environment.
- Ensuring the responsible use of energy throughout the organisation.
- Participating in efforts to improve environmental protection and understanding.
- Taking steps to improve environmental performance continually.
- Conducting rigorous audits, and self-assessments of the implementation of this policy.
- Working with suppliers who promote sound environmental practices, and
- Enhancing awareness among our employees, customers and clients – educating and motivating them to act in an environmentally responsible manner.

4. MMS Environmental Responsibilities

As a Group, all MMS Directors, Officers and employees are collectively responsible for ensuring sustainable business practices are adopted within the organisation, wherever possible. It is the specific responsibility of the Board to establish and maintain policies and procedures and to bring these procedures into effect. It is the responsibility of the CEO to communicate our sustainability commitment across the business and to support practices which help *Avoid, Reduce and Off-set* the negative impacts of our operations on the environment.

Avoid

MMS will:

- develop guidelines for staff and suppliers to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.
- use reasonable endeavors to ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
- use reasonable endeavors to utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
- use reasonable endeavors to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy.

Reduce

MMS will:

- act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report incidents to the relevant authorities, and inform affected parties as appropriate.
- use reasonable endeavors to, reuse and recycle materials, purchase recycled materials, and use recyclable materials, where relevant.
- use reasonable endeavors to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
- use reasonable endeavors to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.

Off-set

MMS will:

- use reasonable endeavors to conduct audits and self-assessments of its compliance with this policy.
- determine our impact on the environment and develop a carbon off-set program.
- link in with the Group's Staff Volunteering Program to enhance our focus on the support of environmental initiatives.

Communicate and educate

MMS will:

- establish a committee and assign responsibility within the business to highlight environmental opportunities and co-ordinate activities.
- maintain an open and honest dialogue with staff, suppliers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.
- use reasonable endeavors to ensure that employees are informed of this policy and compliance expectations
- seek feedback from staff on environmental initiatives which could be implemented or concerns requiring action to be taken.
- develop a framework to manage, measure and report on our sustainability performance.

5. Related Documents

- Purchasing Policy
- Code of Conduct
- Staff Volunteering Program Guidelines
- Supplier Code of Conduct.