

# **Environmental Policy**

CTS are committed to managing our services and operations in an environmentally responsible manner that:

- Complies with the relevant Federal and State environment legislation, regulations and other requirements;
- Prevents and minimise pollution from our activities;
- Minimises our impact on the environment; &
- Strive for continual improvement in our energy consumption & waste management activities.

It is the responsibility of all CTS employees, contractors and sub-contractors to fully support this policy through active participation and co-operation.

## **Vision Statement**

We intend to provide the best audio-visual experience to our clients and customers while simultaneously working to improve the environmental social and economic aspects of the areas in which we operate.

# **Objectives**

To reduce the use of natural resources and optimise energy efficient products, technologies and innovations to create solutions that add value for our clients, communities and our planet.

# Recycling, Waste Management & Energy Efficiency Initiatives

#### Office paper arising from normal office activity

Staff are encouraged to proof read documents on their computer screen to minimise paper waste. Customer statements and invoices are emailed rather than printed & posted, incoming faxes are diverted to email rather than being printed, and unavoidable paper waste is recycled.

### Cardboard from packaging of equipment

We re-use incoming packaging material for outgoing deliveries, all waste generated from our activities at clients' premises is taken from site for recycling or disposal and unavoidable cardboard and packaging waste is recycled.

#### Electronic equipment and mobile phones

All electronic equipment and mobile phones that can no longer be used are recycled. It is preferred that equipment is rated through the Energy Star Program or EPEAT. While onsite, after show hours and at the end of the working day at our offices, staff will place all devices into energy saving mode when not in use.

#### Office consumables

All consumables, i.e. bottles, ink cartridges, toner kits, copier parts are recycled.

### Batteries, projector lamps & fluorescent Globes

All single use and rechargeable batteries, projector lamps, and fluorescent globes are recycled.

### Facilities management

Our air-conditioning system is regularly maintained by professional technicians, and all electronic equipment displayed in the showroom is turned off at close of business.

#### Smoke free

In order to protect the welfare of both our staff and customers, CTS is committed to a Smoke Free Workplace and smoking is not permitted anywhere on our premises, client premises, or in company used vehicles etc.

#### Freight

Where possible, outgoing freight for local and interstate deliveries are consolidated.

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