



# Environmental Management Plan

Version 1.0	Updated 09/09/2025	Next review 09/09/2026
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## 1. Purpose

This Environmental Management Plan supports Marco Polo Portal’s Environmental Management Policy by translating commitments into specific actions, targets, and performance measures. The EMP will be reviewed annually and updated to reflect progress, lessons learned, and emerging best practice.

## 2. Objectives & Actions

Objective	Action Steps	Performance Indicators / KPIs	Responsibility	Timeline
<b>1. Reduce Carbon Emissions</b>	Select cloud hosting providers powered by renewable energy.	≥90% of hosting spend with renewable-energy providers by FY26.	Environmental Management Representative + IT Lead	Annual review
	Minimise office energy use through efficient equipment.	10% reduction in office energy use per FTE year-on-year.		
	Promote remote-first culture to reduce travel.	>80% meetings conducted online.		



<b>2. Minimise Waste &amp; Improve Resource Use</b>	<p>Operate paperless systems.</p> <p>Recycle and responsibly dispose of e-waste.</p> <p>Phase out single-use plastics in office/events.</p>	<p>95% reduction in paper usage compared to FY24 baseline.</p> <p>100% of IT hardware recycled/refurbished or donated at end-of-life.</p> <p>Zero single-use plastics in workplace.</p>	Operations Manager	Quarterly check
<b>3. Sustainable Procurement</b>	<p>Include sustainability criteria in all supplier evaluations.</p> <p>Preference suppliers with ISO 14001 or equivalent certifications.</p> <p>Engage local suppliers to reduce transport emissions.</p>	<p>80% of Tier 1 suppliers to have published environmental policy by FY27.</p> <p>Sustainability weighting included in 100% of procurement decisions.</p> <p>Increase local supplier spend by 20%.</p>	Procurement Lead	Annual review
<b>4. Responsible Travel</b>	<p>Prioritise remote collaboration.</p> <p>Use public/low-emission transport for essential travel.</p>	<p>20% reduction in business travel emissions by FY27.</p> <p>100% of flights carbon offset.</p>	People & Culture Lead	Ongoing



Offset carbon emissions from flights.  
Annual travel emissions report published.

**5. Employee Awareness & Engagement**

<p>Deliver annual sustainability training.</p> <p>Create employee-led “Green Team” for initiatives.</p> <p>Reward environmentally innovative ideas.</p>	<p>100% of employees trained annually.</p> <p>At least 2 staff-led initiatives implemented per year.</p> <p>Employee survey: &gt;80% staff agree sustainability is embedded.</p>	<p>Environmental Management Representative + HR</p>	<p>Annual</p>
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**6. Monitoring & Reporting**

<p>Track performance against KPIs quarterly.</p> <p>Publish annual Environmental Performance Report.</p> <p>Audit compliance with policy and plan.</p>	<p>Quarterly KPI dashboard.</p> <p>Annual report published.</p> <p>100% corrective actions closed out within 3 months.</p>	<p>Board + Environmental Management Representative</p>	<p>Quarterly + Annual</p>
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### 3. Governance & Accountability

- **Board of Directors:** Oversight and approval of EMP and annual reporting.
- **Environmental Management Representative:** Day-to-day coordination, KPI tracking, reporting to the Board.
- **Managers:** Integrate environmental considerations into project planning and procurement.
- **Employees & Contractors:** Expected to follow procedures, complete training, and contribute to sustainability goals.

### 4. Review & Continuous Improvement

- This EMP will be reviewed annually against performance outcomes, legislation, and industry standards.
- Key findings and progress will be documented in the Annual Environmental Performance Report.
- Targets will be adjusted progressively to achieve long-term sustainability and alignment with stakeholder expectations.

### 5. References

- Marco Polo Portal Environmental Management Policy
- ISO 14001:2015 Environmental Management Systems – Guidelines
- UN Sustainable Development Goals (SDGs 12, 13, 17)



*Marco  
Polo*

- Relevant Commonwealth, State, and Local Government environmental regulations

**Approved by:**

Board of Directors, Marco Polo Portal

**Date:** 09/09/2025