



Environmental Management Policy

Version 1.0	Updated 09/09/2025	Next review 09/09/2026
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1. Policy Statement

Marco Polo Portal acknowledges its responsibility to protect the environment and is committed to achieving environmental best practice across all aspects of its operations. We will comply with all applicable environmental legislation and regulations, and where possible, exceed minimum compliance requirements.

Through this policy, Marco Polo Portal commits to integrating environmental management into our strategic and operational decision-making, in line with the principles of ISO 14001 (Environmental Management Systems) and relevant Australian Government sustainability guidelines.

2. Objectives

The objectives of this policy are to:

- Minimise environmental impacts arising from our operations and supply chain.
- Use resources efficiently and reduce waste generation.
- Support Australia's transition to a low-carbon economy.
- Engage employees, contractors, and suppliers in sustainable practices.
- Continuously improve our environmental performance through measurable targets and reviews.

3. Scope



This policy applies to:

- All directors, employees, and contractors of Marco Polo Portal.
- All company activities including software development, procurement, office management, remote working, and travel.
- Suppliers, service providers, and partners engaged by Marco Polo Portal.

4. Commitments

4.1 Legal and Regulatory Compliance

- Comply with the Environmental Protection and Biodiversity Conservation Act 1999 (Cth), state and territory legislation, and other relevant environmental laws.
- Meet the sustainability requirements of government and corporate procurement frameworks.
- Ensure contractors and suppliers meet equivalent compliance obligations.

4.2 Climate & Energy Management

- Preference cloud hosting and technology partners powered by renewable energy.
- Reduce greenhouse gas emissions through digital efficiency, minimised travel, and energy-efficient work practices.
- Offset unavoidable emissions through accredited carbon offset programs.

4.3 Resource & Waste Management

- Maintain a paperless office wherever practicable.
- Eliminate unnecessary single-use plastics.



- Implement responsible e-waste disposal and recycling programs.
- Reuse or refurbish IT equipment prior to replacement.

4.4 Procurement & Supply Chain

- Apply sustainability criteria in procurement decisions, including environmental certifications and lifecycle impacts.
- Require priority suppliers to provide evidence of environmental policies or ISO 14001 alignment.
- Preference suppliers who adopt carbon neutrality, low-waste packaging, and ethical sourcing.

4.5 Travel & Transport

- Prioritise remote meetings and digital collaboration to reduce travel demand.
- Encourage the use of public and low-emission transport.
- Offset carbon emissions from essential travel.

4.6 Training & Engagement

- Provide environmental awareness and sustainability training to all employees.
- Encourage staff-led environmental initiatives.
- Embed sustainability responsibilities into role descriptions where relevant.

5. Implementation

Marco Polo Portal will implement this policy through:



- An **Environmental Management System (EMS)** aligned with ISO 14001 principles.
- Annual environmental objectives and targets, documented in an Environmental Management Plan (EMP).
- Regular monitoring, auditing, and reporting of environmental performance.
- Designation of an **Environmental Management Representative** responsible for coordinating policy implementation.

6. Monitoring & Reporting

- Environmental performance will be monitored through key performance indicators (KPIs), including:
 - % of suppliers with sustainability credentials.
 - Reduction in energy consumption per user or transaction.
 - % of IT equipment reused, refurbished, or recycled.
 - Tonnes of carbon offset purchased annually.
- Results will be reported annually to the Board and, where relevant, to stakeholders and buyers.
- Corrective actions will be implemented promptly where performance falls short of commitments.

7. Responsibilities

- **Board of Directors** – accountable for overall environmental governance and policy approval.
- **Environmental Management Representative** – responsible for implementation, monitoring, and reporting.



- **Employees and Contractors** – expected to comply with this policy and adopt sustainable practices in their work.
- **Suppliers** – required to align with Marco Polo Portal’s environmental principles and demonstrate compliance.

8. Continuous Improvement

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, technology, and industry best practice. Marco Polo Portal is committed to setting progressive improvement targets and benchmarking its performance against recognised sustainability standards.

Approved by:

Board of Directors, Marco Polo Portal

Date: 09/09/2025