



ENVIRONMENTAL AND SUSTAINABILITY POLICY

Environmental and Sustainability Policy

Policy Statement

The management of Altaira is committed to minimising any adverse environmental impacts resulting from its activities, while continuing to meet client expectations of quality and service, and providing a safe and healthy working environment for all employees. Altaira recognises that environmental responsibility is a key component of our Corporate Social Responsibility (CSR) and long-term sustainability.

Altaira will comply with all applicable environmental laws and regulations and, where no specific regulation exists, will adopt responsible standards in keeping with community expectations and best practice.

Altaira will provide high quality, consistent, and practical environmental sustainability information and advice to staff and contractors to enable them to perform their duties responsibly, including while working at client sites.

Purpose

Altaira will use this Environmental Policy to develop, implement, and maintain management systems for sustainable development which includes:

- Identifying, assessing, and proactively mitigating activities which impact upon the environment (risk management).
- Complying with all relevant environmental legislation and adhering to agreements and standards at local, national, and international levels.
- **Integrating environmental considerations into strategic and procurement decision-making.**

Scope

This policy applies to all staff, contractors, consultants, and temporary workers of Altaira across all internal operations and while engaged at external client sites.

Roles and Responsibilities

Management and employees of Altaira have a shared responsibility to achieve sustainability through their management and operational duties.

Managers

Document Name	Environmental and Sustainability Policy	Authorised by	Director
Document Group	Policies	Version No	7
Document Number	QMSP001	Issue Date	25/11/2025

Management of Altaira is responsible for:

- Establishing and implementing environmentally sustainable policies and clear, practical work practices.
- Ensuring compliance to policies and promoting continuous improvement.
- Promoting environmental sustainability leadership and culture throughout the organisation.
- **Providing necessary resources and training to support sustainable practices.**

Employees

Employees of Altaira are responsible for:

- Recognising and reporting environmental issues or risks within the workplace (both Altaira offices and client sites).
- Following environmentally sustainable work practices and procedures.
- **Seeking clarification from their Manager if a sustainable practice conflicts with a client site procedure.**

Strategies for Achieving Sustainability

When setting objectives and targets, Altaira will consider the possible effects on other operational areas.

Employees or persons responsible for those areas are to be included in discussions and in the decision-making process where adverse impacts are possible.

Altaira will adopt sound sustainable management practices through the following measures:

Energy and Resource Management

- Tag and regularly audit electrical equipment to ensure and maintain energy efficiency.
- **Actively reduce** energy usage via energy-saving practices (including at client sites) and **prioritising the purchase of energy-efficient equipment.**
- Minimise the consumption of resources (water, power, consumables).

Waste Management

- Implement documented waste recycling system procedures for all relevant waste streams.
- **Prioritise waste avoidance practices over disposal and recycling.**

Document Name	Environmental and Sustainability Policy	Authorised by	Director
Document Group	Policies	Version No	7
Document Number	QMSP001	Issue Date	25/11/2025

- Reduce solid waste through recycling and reusing, and follow appropriate avenues for the safe disposal of hazardous materials and equipment.
- Minimise the use of hazardous materials and the generation of hazardous waste.
- Ensure the safe disposal of waste water and recycle whenever possible.

Procurement and Supply Chain

- Reduce paper and related product usage and **mandate the purchase of 100% recycled content or sustainable alternatives when available.**
- Order in bulk or place orders in a consolidated manner to avoid wasteful packaging and unnecessary use of fossil fuel in the transportation/shipping of orders.
- **Preference suppliers who demonstrate aligned environmental commitments and sustainable practices.**

Engagement

- Collaborate with customers, suppliers, local organisations, and the surrounding community on environmental issues to share best practices.
- **Regularly review and report on internal sustainability performance (e.g., office waste or energy consumption) to promote accountability.**

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