

<b>The Junction Club House Cairns Ltd</b>		
<b>Policy: Environmental Best Practice</b>		
Policy number: JQS.P6.15.v1		Date adopted: 29/06/2018
Authorised by: The Board		
Date last reviewed:  29/06/2021	Reviewed by:  Quality Review Panel	Date of next review:  29/06/2022
<b>Related documents:</b>		
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>		
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> </ul>	
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	

## 1. Purpose

The purpose of this policy is to improve The Junction's environmental performance by complying with all relevant government legislation, and by meeting community standards for the protection of the environment in which we work.

## 2. Scope

This policy applies to all employees at work and in their dealings with suppliers.

## 3. Policy statement – Our Commitment

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of The Junction's services.

The Junction is committed to playing its part in the protection of the environment. We will strive to play our part in it by increasing energy savings, water efficiency, purchasing, where possible, environmental products and reducing and recycling waste.

## 4. Procedures

The Junction will strive to minimize its impact on our environment through

- Providing a safe and healthful workforce
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood
- Being an environmentally responsible neighbor 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 organization
- Participating in efforts to improve environmental protection and understanding
- Taking steps to continuously improve environmental performance
- Working with suppliers who promote sound environmental practices
- Enhancing awareness among our employees, volunteers, and members; educating and motivating them to act in an environmentally responsive manner.

## 5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	