

### 1. POLICY

CiteCon is committed to continual improvement to enhance our environmental and waste management performance through constant review to provide an effectively controlled and sustainable environmental management system and service. This Policy Statement applies explicitly to our business and has been implemented to meet the requirements of the ISO 14001:2015. CiteCon's Policy is to:

- Be environmentally and socially responsible.
- Minimise and contain waste, pollution, and nuisance noise for all aspects of our operations for which we have direct influence.
- Protect the environment in all aspects of our business and significant aspects of our operations to prevent any adverse environmental effects.
- Recycle / re-use materials wherever practical.
- Minimise the environmental impact for the life cycle (including disposal) of all plant, equipment, materials, and other physical assets under our control.
- Comply with CiteCon obligations for adhering to legislation, relevant Codes of Practice, and standards in all of our activities.

### 2. COMMITMENT

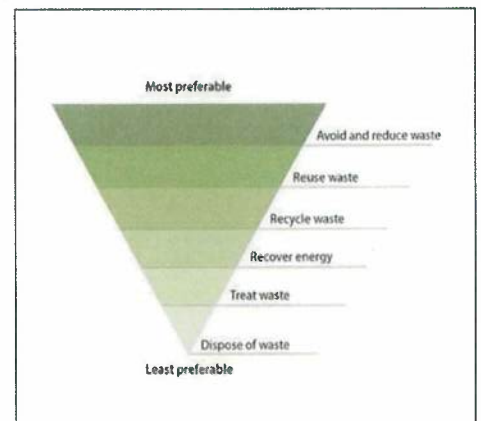
CiteCon is committed to encouraging environmentally sustainable practices through planning and taking action to deliver:

- Compliance with applicable Legislation, Standards and Codes of Practice.
- Education of employees and contractors.
- End products with minimal environmental impact are verified by a life cycle assessment, where CiteCon has control and influence over materials and equipment to be supplied.
- Services that focus on recycling and waste reduction to minimise the impact on the environment.
- A workable environmental aesthetic that contains or minimises pollutants, spills, run-off, nuisance noise and, where possible, use renewable energy.
- Waste Management Strategies.

### 3. WASTE MANAGEMENT STRATEGIES

CiteCon shall endeavour to apply Waste Management Strategies minimising waste by utilising the waste reduction hierarchy, giving preference to avoidance to reduce operational impacts to the environment by optimising the minimisation of resources and considering the plant's life cycle, equipment, and product. The waste reduction hierarchy shall be applied in the preferred order of:

- a) Avoidance and Reduce waste production at the source.
- b) Re-use of resources where possible.
- c) Recycle generated waste.
- d) Recover energy from non-recyclable wastes.
- e) Treat waste.
- f) Disposal to landfill.



**4. WASTE MANAGEMENT FOR CORPORATE SERVICES**

CiteCon Offices shall apply waste management strategies to minimise environmental impact by:

- Adopting digital solutions.
- The Procurement of environmentally sustainable items will be given preference to recycled or reusable materials
- and equipment materials and consumables.
- Minimising unnecessary printing.
- Educating CiteCon Employees regarding the waste management hierarchy.

**5. WASTE MANAGEMENT FOR PROJECTS**

CiteCon Controlled Projects: All projects shall be planned before commencement to establish waste management practices to be explicitly applied to the project, which shall include but not be limited to:

- Segregation and correct disposal of waste – general waste, recyclable materials, green waste
- Tracking of regulated waste and gaining assurance of responsible disposal or waste treatment.
- Containment of waste material, including sediment, within the confines of the project area.
- Induction of contractors into the Waste management hierarchy

*Project Specific Information shall be prepared for waste management aspects for a project, ensuring they are risk assessed and controls are nominated to minimise the negative impact of waste.*


**CiteCon Subcontracted Projects and Service Works:**

CiteCon shall ensure that the waste management principles of the client are applied. In the absence of waste management principles, CiteCon, for aspects they have control or influence, shall use relevant parts of their Environmental Management System.

**Projects Generally:**

Relevant to the specifications for the project, the following may be applied for Environmental and Waste Management:

- Monitoring of controls.
- Maintenance for communication and consultation.
- Provision of receptacles and equipment for the containment of waste.
- Provide communication and consultation regarding the Waste management hierarchy.

  
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Director (sign)  
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Date