

# VITAL CHEMICAL PTY LTD

## SUSTAINABILITY POLICY

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Title: Vital Chemical Sustainability Policy

Date: 1 May 2017

Date Reviewed:

Next Review Date: 1 May 2018

### 1 Introduction

Vital Chemical is committed to improving the sustainability performance of the organisation through promoting a culture of sustainability, managing our operations in a manner that minimises our environmental, social and economic impacts, and enabling the integration of sustainability principles and practices into all aspects of the organisation.

Our mission is to undertake all operations in a sustainable manner in order to achieve moral and community expectations whilst complying with all relevant legislation and regulations.

All Vital Chemical employees are made aware of their responsibility for contributing to a sustainable workplace through set procedures, training and an ongoing culture of sustainable work practices.

#### 1.1 Reference Documents

The following documents relate to this policy:

- Vital Chemical Integrated Management Systems Manual
- Vital Chemical Environmental Management Policy Statement
- Vital Chemical Site Based Management Plan
- Vital Chemical Ethical Sourcing Policy
- Vital Chemical Quality Assured Supplier Checklist

### 2 Policy Objectives

The objectives of this policy are to:

- Foster a culture of sustainability and reducing the Vital Chemical ecological footprint;
- Incorporate principles and understanding of sustainability into all aspects of the organisation; and
- Outline all relevant environmental, social and economic impacts relating to sustainability.

### 3 Definitions

**Sustainability:** Operating and behaving in a manner which equally considers environmental responsibility alongside social and financial responsibility, to meet the needs of the present and create a foundation for future generations to meet their own needs.

**Sustainability Performance:** Operational need, environmental impact and social responsibility are key considerations resulting in the effective and efficient use of resources including gas, electricity, water, transport construction materials and procurement practices which encourage environmental stewardship.

### 3.1 Roles and Responsibilities

The following roles and responsibilities are imperative to the implementation of this policy:

**a) Vital Chemical Senior Management –**

- Ensure the implementation of this policy across Vital Chemical; and
- Ensure the introduction of this policy during employee induction and provide resources with a sustainable nature so as to develop employee awareness of sustainability requirements.

**b) Quality Manager –**

- Responsible for monitoring and reviewing the policy on an annual basis.

**c) Vital Chemical Employees –**

- Contribute to a sustainable workplace through following set procedures, training and upholding a culture of sustainable work practices.

## 4 Policy Requirements

Sustainability incorporates environmental, social and economic aspects. At Vital Chemical, we aim to ensure that all processes are continually monitored and refined in order to improve the effectiveness of the organisation and maintain the sustainable nature of the organisation.

### 4.1 Environmental Aspects

Vital Chemical strives to achieve industry best practice for environmental performance. Vital Chemical prides itself on designing and manufacturing minimal hazardous products. Vital Chemical manufacture environmentally friendly products which make up 95% of our product base. Our site incorporates a number of bunded areas in case of leakage or spillage of chemicals. All employees are provided with spill kit training in the event of a spillage or leakage. Our operating procedures are managed in a way that mitigates environmental impact and complements the principles of environmental sustainability. This is demonstrated by:

- Proactively maintaining and adhering to our Environmental Protection Licensing and approval conditions;
- Meeting and exceeding relevant environmental legislation and requirements and regularly evaluating this compliance;
- Ensuring compliance to relevant ISO standards and certification including Quality Management Systems 9001:2015, Occupational Health and Safety Management Systems 4801:2001 and Environmental Management Systems 14001:2015;
- Formulating and manufacturing sustainable chemical products with consideration for both the environment and workplace health and safety being paramount;
- Maintaining a successful, growing business without undue impact upon the environment;
- Incorporating environmental considerations in our business planning and operations, underpinned by monitoring and reporting of progress against environmental objectives;
- Seeking to improve efficiency of resources and minimise waste generation;
- Making use of recycling schemes by the printer manufacturers including recycling toner cartridges;

- Avoiding the use of postal services by utilising email rather than paper;
- Avoiding unnecessary travel and reducing carbon emissions by making use of instant messaging, video and audio conferencing, telephone and email; and
- Keeping energy usage low by making use of low energy light bulbs and using schedules to ensure computers and lights are turned off after work.

Vital Chemical strives to achieve all the above listed environmental aspects which proactively contributes to our sustainable organisation.

## 4.2 Social Aspects

Vital Chemical strives to ensure our social aspects contribute to, and assist in the development of our sustainable practices as an organisation. This is demonstrated by:

- Ensuring that all suppliers are compliant with the Vital Chemical Ethical Sourcing Policy, and that their behaviour is of an ethical nature;
- Ensuring that Equal Employment Opportunity is available to all potential new employees during the recruitment process;
- Stimulating a cultural change by promoting awareness and providing relevant training to employees in order to encourage active involvement in sustainable practices; and
- Building strong relationships with the community and other stakeholders in an environment with open and accessible communication processes.

Vital Chemical endeavours to achieve all the above listed social aspects which proactively contributes to our sustainable organisation.

## 4.3 Economic Aspects

Vital Chemical strives to ensure our economic aspects contribute to, and assist in the development of our sustainable practices as an organisation. This is demonstrated by:

- Engaging small to medium size organisations to supply all raw materials;
- Sourcing and utilising local suppliers where possible; and
- Ensuring all potential new suppliers are subject to our ISO quality requirements including completion of a Quality Assured Supplier Checklist before supply can commence.

By achieving the above listed economic aspects, Vital Chemical strives to achieve all the above listed economic aspects which proactively contributes to further development of our sustainable work practices.

## 4.4 Implementation

This Sustainability Policy will be implemented and communicated to all employees in the following ways:

- A copy of this policy will be emailed to all employees for their records;
- This policy will be gazetted to all employees at General Staff Meetings, Administration Meetings, Sales Meetings and Toolbox Meetings;
- A copy of this policy will be displayed in common work areas including the lunch room; and
- A copy of this policy will be uploaded to the Vital Chemical website and will accompany our Quality, Safety and Environmental policy statements.

## 5 Version Management

Version	Details	Version updated by
0.1	Draft	Emma Nowlan
1.0	Published	Emma Nowlan