



Environmental Protection Policy – Travel With A Cause Inc

1. Background:

- 1.1. The worldwide phenomenon of climate change is of fundamental importance to TWAC.
- 1.2. Results of climate change (including but not limited to: famine, pollution, global warming & drought) are intrinsically related to TWAC ideals to ameliorate conditions in OECD-designated “Developing Countries”.
- 1.3. TWAC and its work are undertaken from the philosophical stance that fundamentally we are part of the Global Community.
- 1.4. For this reason, the environmental impact of TWAC’s direct work (as a Travel Agent & Overseas Aid Organisation) and, TWAC’s support of various overseas projects must include analysis of and strict adherence to, shrewd environmental practices. For example; wherever possible, TWAC will use recycled products in its overseas projects and, will aim to create sustainable environmentally-responsible community development programs.
- 1.5. In this context TWAC has a responsibility to adopt its specific responses to climate change issues which are encapsulated in TWAC’s Environmental Protection Policy (EPP).
- 1.6. The TWAC’s EPP provides the framework to enable us to adhere to these important principles.
- 1.7. TWAC’s EPP document provides details of TWAC’s stance on the important issue of environmental management for the company as a whole, for its individual staff members and, its overseas project work.
- 1.8. The policies and procedures contained within the EPPD are subject to the approval and constant review by the Board of Directors.

2. Objectives:

- 2.1. To ensure that TWAC complies with all State, Federal and local Government laws and by-laws concerning environmental management and control.
- 2.2. To provide TWAC staff with up-to-date training and skills in order that they act within all EPPD guidelines.
- 2.3. To facilitate where applicable a proactive environmental stance which includes: **recycling & recovery, community education** (both within Tasmania/Australia & overseas) and, **pollution minimisation**.

3. Procedures:

3.1. Environmental Officer

- 3.1.1. TWAC's Executive Management Committee (EMC) will appoint an Environmental Officer (EO) to provide oversight of EPP strategy implementation covered in the EPP and, provide ongoing input to the TWAC Board on matters of EPP review, analysis and reporting.
- 3.1.2. The EO is responsible to work with TWAC staff in collaboration with TWAC managers), to ensure they are trained in and aware of the environmental issues concerning their whole sphere of work.
- 3.1.3. The TWAC Board is ultimately responsible for approving and implementing EPP.

3.2. Recycling & Recovery

- 3.2.1. All recyclable rubbish created by TWAC is to be separated from non-recyclable rubbish and placed in the recycle bin.
- 3.2.2. Recyclable rubbish is defined as: paper, cardboard, glass, plastic drink containers, steel cans, aluminium cans, drink bottles, milk containers and aerosol cans.
- 3.2.3. All photocopier and printer cartridges are to be recycled whenever practicable.
- 3.2.4. Any used spare paper is not to be discarded unless it has been recycled as note paper pads.

3.3. Pollution Minimisation

- 3.3.1. Wherever possible staff members are to use email as means of communication. Unless absolutely necessary, no emails are to be printed.
- 3.3.2. Phone messages are to be emailed to relevant staff instead of being written on paper. Use of "Sticky notes" is not permitted.
- 3.3.3. All printers are to be set to print double-sided.

- 3.3.4. It is noted that although environmentally clean Hydro power is available in Tasmania, this green energy is often subsidised by the Bell Bay Power Stations and, by the use of Basslink energy. These supplemental energy supplies create carbon-dioxide (greenhouse gas) and hence TWAC use of electricity should be reduced wherever possible.
- 3.3.5. In order to reduce greenhouse gasses, cheap but effective heating is provided via under-desk heaters (500 watt) on all consultants' desks.
- 3.3.6. Thermostats should be used and under-desk heaters switched off when staff members are not at work stations.
- 3.3.7. Computers should be turned off at the end of shift and turned off at the power point.
- 3.3.8. Printers should be turned off at the end of day's work and turned off at the power point.
- 3.3.9. Noise pollution is to be reduced by radios being turned down in the office situation.
- 3.3.10. Bio-degradable soaps, hand washes and detergents are to used in the office.
- 3.3.11. Wherever practical, staff members are to use the cold water taps.

3.4. Community Education (Australian and Overseas):

- 3.4.1. Consultants are reminded that TWAC and Australian Discount Travel & Tours offer Carbon-Neutral Conference Packages (see www.knowhowtravel.com.au/carbon-neutral-conferences-&-conventions.php).
- 3.4.2. In conjunction with our preferred conference and convention manager, we are able to provide carbon-neutral convention & conference design.
- 3.4.3. In the challenging times faced by the world community TWAC believes it is increasingly appropriate to examine the carbon impact of our business activities. Staff members are instructed to provide carbon-neutral conference and/or convention options to all customers seeking these services.
- 3.4.4. TWAC is committed to provide environmentally-friendly solutions to its overseas aid projects. Wherever possible, recycled goods are to be shipped to projects (such as Computers, Printers, Farming equipment, building products).
- 3.4.5. Wherever possible, overseas project shipments are to be undertaken in bulk in order to reduce carbon "footprints".
- 3.4.6. Sewerage and septic systems installed at TWAC's overseas developmental projects should utilise wherever possible environmentally-friendly solutions. Use of recyclable and/or re-usable products is TWAC's priority.
- 3.4.7. Travel Consultants should provide clients with information concerning the various "Carbon Offset" schemes available. Managers are responsible to update staff on these issues.