



ENVIRONMENTAL AWARENESS PROCEDURE

Approved April 2026

FIVE-O-PLUS Public Radio Association Incorporated (2SNR)

Environmental Procedure

FIVE-O-PLUS Public Radio Association Incorporated comply with relevant Australian Commonwealth, State and Local environmental policies, practices, regulations and legislation. Management and the Board are committed to the principles of preventing pollution to the environment and continual improvement by using the following practices.

- **Committing to the principles of preventing pollution** to the environment and continual improvement.
- **Minimization:** All workers and management are to ensure waste generation will be reduced by printing double-sided where appropriate and will attempt to have equipment repaired instead of immediately replacing it.
- **Sustainable purchasing:** where possible, management and workers are encouraged to purchase products and services that have been shown to be environmentally sustainable.
- **Recycling:** Management and workers are to ensure all used paper, cardboard, plastics and glass will be separated and placed in the appropriate recycle bins below the office. The Secretary will ensure that all confidential documents will be disposed of securely through secure document shredding contracts. Workers are encouraged to use waste paper for notepads in the office and studio.
- **Disposal:** Management will ensure that all hazardous and e-waste, will be disposed of correctly through designated channels.
- **Equipment use:** All workers are to ensure that computers, lights, and air conditioners are turned off before vacating the office.
- **E-Waste** – When hard drives are removed, they are to be wiped of data and where possible, sent to suitable, e-waste recyclers.
- **Communicating this policy** to all workers, and other stakeholders, will be undertaken by Management. This policy will be made available, in full, to the public.

Approved by committee on 29 / 04 / 2026

Review Date: 29 / 04 / 2028