

## Environmental Management System (EMS) Policy

### 1. Purpose

The purpose of this policy is to define GuardPro Security's commitment to environmental protection and sustainable operations. The policy supports compliance with all relevant environmental laws, prevention of pollution, and continual improvement of environmental performance across all activities, sites, and services.

GuardPro recognizes that its operations, including mobile patrols, static guarding, electronic surveillance, and administration, have direct and indirect environmental impacts. This EMS Policy provides a structured approach to identify, manage, and reduce those impacts.

### 2. Scope

This policy applies to:

- All GuardPro Security sites, offices, and field operations.
- All employees, contractors, and subcontractors.
- All equipment, vehicles, and technology used in delivering security services.
- All interactions with suppliers, partners, and clients that may influence environmental outcomes.

### 3. Policy Statement

GuardPro Security is committed to conducting business in an environmentally responsible manner. We aim to minimize our ecological footprint and promote sustainability through effective planning, training, and continuous improvement.

We will:

- Integrate environmental management into our business strategy and decision-making.
- Meet or exceed all applicable environmental laws, regulations, and other compliance obligations.
- Identify environmental risks and opportunities relevant to our activities.
- Prevent pollution and minimize emissions, waste, and resource consumption.
- Use materials and energy efficiently to reduce costs and environmental impact.
- Educate staff and contractors to build a culture of environmental awareness.
- Support sustainable procurement and partnerships.
- Continually improve our EMS and environmental performance through measurable objectives.

### 4. Key Environmental Aspects

GuardPro Security has identified the following key environmental aspects:

- **Fuel use and vehicle emissions** from patrol cars and mobile operations.
- **Electricity and energy use** in offices and control rooms.

- **Waste generation** from paper, packaging, and electronic equipment.
- **Water use and contamination risks** from cleaning and maintenance activities.
- **Procurement practices** that may influence supply-chain sustainability.

These aspects are reviewed annually and addressed through operational controls and improvement plans.

## 5. Responsibilities

### ➤ **Managing Director:**

- Endorses and enforces the EMS Policy.
- Ensures adequate resources and leadership for environmental initiatives.
- Reviews performance and approves EMS objectives.

### ➤ **Environmental Officer (or delegated manager):**

- Maintains the EMS framework and ensures compliance.
- Coordinates audits, reporting, and performance tracking.
- Liaises with regulatory bodies when required.

### ➤ **Managers and Supervisors:**

- Implement EMS procedures in their areas.
- Ensure staff follow environmental practices.
- Report and act on environmental incidents.

### ➤ **All Employees and Contractors:**

- Follow this policy and related procedures.
- Report environmental risks or incidents immediately.
- Participate in training and awareness programs.

## 6. Operational Controls

GuardPro Security will implement operational controls to reduce environmental impact:

### **a. Energy Efficiency**

- Use energy-efficient lighting, HVAC, and IT equipment.
- Turn off unused systems and lights.
- Monitor and review energy consumption.

### **b. Fuel and Transport**

- Maintain vehicles for optimal fuel efficiency.

- Use route planning software to minimize mileage.
- Consider low-emission or hybrid vehicles when renewing the fleet.

#### **c. Waste Management**

- Apply a “reduce, reuse, recycle” hierarchy.
- Recycle paper, plastics, and electronic waste through approved facilities.
- Avoid single-use materials wherever possible.

#### **d. Water Management**

- Monitor and control water usage.
- Prevent discharge of contaminants from maintenance or cleaning operations.

#### **e. Sustainable Procurement**

- Purchase environmentally preferable goods and services where feasible.
- Prioritize suppliers with certified environmental management systems.

#### **f. Office Practices**

- Reduce paper use through digital communication and storage.
- Encourage staff to use reusable bottles and cups.

### **7. Environmental Objectives and Targets**

GuardPro will set measurable objectives reviewed annually, such as:

- Reduce vehicle fuel consumption by X% within 12 months.
- Decrease office energy use by X% per year.
- Divert at least X% of total waste from landfill.
- Conduct environmental awareness training for 100% of employees each year.
- Achieve full compliance with environmental legislation and zero environmental incidents.

Progress is reviewed quarterly by management and documented in EMS records.

### **8. Monitoring, Auditing, and Review**

- Environmental performance is measured through audits, inspections, and data collection.
- All non-conformances are recorded and corrected promptly.
- Management reviews are held annually to assess EMS effectiveness and set new objectives.
- Continuous improvement actions are documented and tracked.

### **9. Communication and Awareness**

- The policy is communicated to all employees, contractors, and relevant stakeholders.

- It is displayed at all sites and made available on the company website.
- Environmental training and toolbox talks will be conducted regularly.
- Clients and partners are encouraged to align with GuardPro's sustainability standards.

#### **10. Continuous Improvement**

GuardPro Security commits to improving its EMS by:

- Using feedback from staff, clients, and audits to refine practices.
- Adopting new technologies that reduce environmental impact.
- Periodically reviewing environmental risks and opportunities.

#### **11. Document Control**

- This EMS Policy forms part of GuardPro Security's Integrated Management System.
- It will be reviewed at least annually or after any significant operational change.
- Controlled copies are issued to all relevant departments.

**Approved by:**

*Aamir Kiani*

**Managing Director**

**GuardPro Security Agency Pty Ltd**

**Date:** 15 January 2025

**Next Review:** 15 January 2026