
ENVIRONMENTAL SUSTAINABILITY POLICY

PSION





TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
DOCUMENT CONTROL	2
CONFIDENTIALITY	3
DISCLAIMER.....	3
1 INTRODUCTION	4
2 OBJECTIVES	4
3 COMMONWEALTH LEGISLATION AND POLICY	4
4 SUSTAINABILITY AND PSION.....	5
5 KEY PRIORITIES IN DETAIL.....	6
6 ENERGY AND GREENHOUSE GAS EMISSIONS.....	6
7 WASTE	7
8 WATER	8
9 FLEET AND TRAVEL.....	8
9.1 AIR TRAVEL.....	8
10 PROCUREMENT.....	8
11 POLICY REVIEW.....	9
12 CONTACT INFORMATION	9



DOCUMENT CONTROL

Document Control Information	
Project Name	Environmental Sustainability Policy
Prepared For	PSION Pty Ltd
File Name	Environmental Sustainability Policy
Version	1.2
Status	Final
Reviewed by	Graham Pontifex – Director Operations
Review Date	31/10/2025
Prepared By	Sarah Savage – Director HR, Operations

Version	Description	Revised By	Date
1.1	Document Creation	Sarah Savage	
1.2	Document Updates	Sarah Savage	31/10/2025

Document Authorisation	
Name	Sarah Savage
Title	Director HR, Operations
Date	31/10/2025
Signature	S.Savage



CONFIDENTIALITY

PSION classifies this document as “Commercial-in-Confidence”.

The information contained in this document is confidential and proprietary to PSION. PSION holds the understanding that this document will be held in strict confidence and will not be disclosed, duplicated or used, in whole or in part, for any purpose other than its written purpose. Please do not alter or use without the prior written consent of PSION.

DISCLAIMER

PSION will not be liable for any losses, damages, costs or expenses arising out of errors in connection with the incorrect usage of this document, please ensure that you are using the latest document before enacting any information contain therein.

It is your responsibility to ensure you have understood the document in its entirety, and that it is the latest publication. In the event of any discrepancies, incomplete information, or unclear instructions, please contact the document owner.

DO NOT act on any information you believe to be misleading. When in doubt, contact your people manager, the document owner, or [Ethics & Compliance \(ECO\)](#). DO NOT misrepresent any information contained inside this document. When in doubt, contact your people manager, or [Team & Culture \(HR\)](#).



1 INTRODUCTION

The PSION Environmental Sustainability Policy assists the Company to manage and report on greenhouse gas emissions, energy use, resource use and waste arising from building operations, motor vehicle and air travel, information and ICT and stationary supplies.

2 OBJECTIVES

The objectives of the Environmental Sustainability Policy are to:

- Provide a prescriptive approach where appropriate to achieve consistent positive environmental outcomes in PSION owned or leased properties and shared office spaces.
- Provide descriptors of sustainability issues PSION is addressing.
- Ensure the overarching policies and government approach are made accessible and digestible for PSION decision-makers.
- Enable actions to meet sustainability targets.
- Increase engagement within PSION to allow greater support of Australian Government legislation and policies.

Multiple factors impact and contribute to PSION's sustainability response and are addressed in this policy to provide context across PSION's operations. All staff are encouraged to contribute to reducing greenhouse gas emissions and support the policy in their decision making. As a collective, PSION and its employees have a responsibility to the environment and should:

- Be innovative – support innovation through sustainable actions.
- Seek continual improvement – robust governance and be accountable.
- Maintain ecological integrity – implement waste management practices, minimise environmental impacts of actions
- Show respect – respecting the environment allows better practices to be adopted and will enable behavioural change across all PSION teams.

3 COMMONWEALTH LEGISLATION AND POLICY

This policy supports the key decision-making necessary to meet sustainability requirements within legislative and policy obligations.



A key Government policy driver is the Australian Public Service (APS) Net Zero Emissions by 2030 mandate which is underpinned by Department of Finance (Finance) Net Zero in Government Operations Strategy (NZGO).

NZGO outlines Commonwealth targets and measures for the following strategic priorities:

- Net Zero Energy
- Net Zero Buildings
- Net Zero Travel
- Net Zero Fleet
- Net Zero Procurement
- Net Zero ICT

4 SUSTAINABILITY AND PSION

PSION has an important role in managing and implementing environmental sustainability measures, of which emissions reduction initiatives play a critical part.

This Environmental Sustainability Policy describes the actions that our staff are responsible for implementing to reduce PSION's environmental impact and operational greenhouse gas emissions. This policy focuses on the following priorities:

KEY SUSTAINABILITY PRIORITIES FOR PSION	SUMMARY
ENERGY AND GREENHOUSE GAS EMISSIONS	Improvements in the built environment focuses on improving the energy-efficiency of office space in PSION leased buildings through better standards and performance specifications. Renewable energy uptake.
WASTE	Waste minimisation and reducing landfill reduces emissions and encourages positive waste management behaviour.

	Promote recycling and organic waste management.
WATER	Increase awareness of water consumption and management throughout our teams. Introduce water saving standards in all operating locations.
FLEET AND TRAVEL	Minimise road/air travel where possible.
PROCUREMENT	Sustainable procurement and support of circular economy in all PSION procurements. Consideration of environmental impacts and more engaged staff during procurements.

5 KEY PRIORITIES IN DETAIL

PSION acknowledges that if we are to achieve sustainability outcomes, changes in business practices and the way decisions are made will be required. All staff have a responsibility towards the environment, should maintain an understanding of sustainability principles and be proactive in addressing risks to the environment.

6 ENERGY AND GREENHOUSE GAS EMISSIONS

PSION will optimise energy efficiency in our buildings by reducing emissions and delivering on the APS Net Zero 2030 Policy and the targets outlined in NZGO.

PSION staff should engage in positive environmentally sustainable behaviours in the workplace and comply with sustainability policy and procedures:

- Provide for major ICT energy efficiency and greenhouse initiatives through the annual business planning and budgeting processes.
- Ensure ICT sustainability initiatives are implemented including procedures effectively managing the energy use of ICT equipment.
- Ensure energy management options are enabled on ICT equipment, which allow ICT equipment to power down to a low energy state during non-use periods.



- Ensure Multi-Function Devices and printers have settings defaulted to print double-sided or duplex.
- Shut down personal computers and switch off monitors at the end of each working day

7 WASTE

PSION will support the Australian Government's commitment to transforming Australia's waste into a resource, where most goods and services can be continually used, reused, recycled and reprocessed as part of a circular economy.

PSION will:

- Communicate to staff the available recycling streams and promote correct waste disposal through recycling education.
- Use the appropriate disposal infrastructure for landfill, recyclable and organic office waste.
- Arrange infrastructure to enable the local recycling of ICT waste, including:
 - e-waste such as mobile devices, batteries, toner cartridges
 - desk top monitors
 - cords/cabling
 - packaging
- Reuse surplus, functioning ICT equipment.
- Use the appropriate disposal infrastructure for ICT waste (e.g. mobile phones) and related consumable waste (e.g., Toner cartridges).
- Ensure disposal infrastructure for hazardous and infectious waste is established and maintained, including:
 - batteries
 - lead and lead based products
 - fluorescent tubes and compact fluorescent globes
- Maintain accurate and complete records for reporting purposes on the types of disposal infrastructure at each site, the types of items being disposed, and method of disposal.

8 WATER

PSION supports the efficient and responsible management of water to minimise the burden on water supply. PSION will:

- Where new items are being procured, seek items that:
 - are made from recycled materials
 - can be returned via a stewardship program
 - can be easily recycled or repurposed (e.g., single material goods where practical)
- Apply environmental standards and procedures for water management and infrastructure.
- Report tap/water leakages and other water faults in a timely manner to the relevant responsible area.

9 FLEET AND TRAVEL

PSION will reduce the impact of greenhouse gas emissions through reducing where practicable the use of air travel.

9.1 AIR TRAVEL

- Must comply with all relevant Australian legislation.
- Maintain records to support required travel reporting requirements.
- Only travel where there is an essential need and alternative methods are not available.

10 PROCUREMENT

The application of environmental standards in procurements for sustainable products and services provides a catalyst for improving environmental performance in supply chains.

- From 1 July 2025, the Environmental Sustainability Policy will also apply to furniture, fittings and equipment, ICT goods and textiles greater than \$1M in total estimated procurement value.
- Employees will plan their procurement, identifying opportunities for sustainable outcomes using the Sustainable Procurement Guide (2024)



- Employees must consider the environmental sustainability of goods and services (such as energy efficiency, environmental and climate change impact, and the use of recycled products).
- When approaching the market, specifying sustainability: requirements, key performance indicators (KPIs), and evaluation criteria as required.
- Evaluate tender responses and conclude tender process (as appropriate).
- Ensure sustainability requirements and KPIs are included in the Contract Management Plan and managed throughout the contract lifecycle.
- Consider sustainable procurement outcomes and opportunities, with reference to Department of Climate Change, Energy, the Environment and Water for procurement-connected policies

11 POLICY REVIEW

A review of the Environmental Sustainability Policy will occur annually and/or in the event of a policy or business change.

12 CONTACT INFORMATION

For further information on the details of this policy, please contact Team & Culture (HR) team.culture@psion.com.au