

« 3CIR PTY LTD »



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S U C C E E D

# ENVIRONMENTAL SUSTAINABILITY POLICY

VERSION 3.0 • 14 APRIL 2026 • 3CIR-POL-EMS-002

# DOCUMENT CONTROL

This Environmental Sustainability Policy is a controlled document within 3CIR's Integrated Management System. It is governed by the listed standards and forms part of the organisation's quality, environmental, and occupational health & safety framework.

|                 |                                     |
|-----------------|-------------------------------------|
| DOCUMENT NUMBER | 3CIR-POL-EMS-002                    |
| DOCUMENT TITLE  | Environmental Sustainability Policy |
| VERSION         | 3.0                                 |
| ISSUE DATE      | 14 April 2026                       |
| REVIEW DATE     | 14 April 2027                       |
| APPROVED BY     | CEO / COO                           |
| CLASSIFICATION  | Controlled Document                 |

## APPLICABLE STANDARDS

|               |                |                |
|---------------|----------------|----------------|
| ISO 9001:2015 | ISO 14001:2015 | ISO 45001:2018 |
|---------------|----------------|----------------|

# PURPOSE AND COMMITMENT

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01

3CIR Pty Ltd is committed to operating sustainably and minimising the environmental impact of our business activities. As a fully digital, remote-first organisation, our environmental footprint is significantly smaller than traditional office-based organisations — but it still exists, and we take responsibility for it. This policy supports and expands on the Environmental Policy (3CIR-POL-EMS-001) with specific sustainability commitments, targets, and practices for our online operations. It reflects our belief that environmental responsibility is not a compliance exercise — it is consistent with operating with integrity and respect for the world our students and staff live in.

# LEGISLATIVE AND STANDARD FRAMEWORK

# 02

- Environmental Protection Act 1994 (Qld)
- National Greenhouse and Energy Reporting Act 2007 (Cth)
- Waste Reduction and Recycling Act 2011 (Qld)
- Product Stewardship Act 2011 (Cth) — National Television and Computer Recycling Scheme (NTCRS)
- ISO 14001:2015 — Environmental Management Systems
- National Waste Policy Action Plan 2019 (Australian Government)

# OUR SUSTAINABILITY FOCUS AREAS

# 03

## 3.1 ENERGY EFFICIENCY — REMOTE OPERATIONS

The majority of 3CIR's energy use occurs in staff home offices and through cloud and digital infrastructure. We are committed to:

- Encouraging staff to use energy-efficient devices and settings (sleep mode, screen brightness, power management)
- Selecting cloud service providers that demonstrate commitments to renewable energy and carbon reduction where practicable
- Conducting annual energy awareness check-ins with staff as part of the remote WHS assessment process
- Targeting a 5% year-on-year reduction in estimated energy consumption per full-time equivalent (FTE)

## 3.2 PAPER-FREE OPERATIONS

3CIR is committed to fully digital operations. Specific commitments include:

- Maintaining 95%+ digital processes — no routine printing of training materials, enrolment forms, or administrative documents
- All student records, assessments, and communications maintained in aXcelerate and Google Workspace
- Electronic signatures used for all contracts, forms, and agreements
- Paper-based documents used only where legally required or where a student specifically requests physical materials with genuine accessibility needs

## 3.3 ELECTRONIC WASTE (E-WASTE) MANAGEMENT

Device end-of-life management is a priority sustainability issue for a technology-dependent organisation. 3CIR commits to:

- Maximising the useful life of all devices through appropriate maintenance, updates, and repair before replacement
- Disposing of all electronic devices (computers, phones, tablets, peripherals) exclusively through certified e-waste recyclers participating in the National Television and Computer Recycling Scheme (NTCRS) or equivalent

# ENVIRONMENTAL OBJECTIVES

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## 04

The following measurable sustainability objectives are in addition to those in the Environmental Policy (3CIR-POL-EMS-001):

| Ob                        | Objective       | Target                           | Measure                        | Frequency                        | Owner | j                                       | ES                         |
|---------------------------|-----------------|----------------------------------|--------------------------------|----------------------------------|-------|-----------------------------------------|----------------------------|
| Achieve                   | 95%+ paper-free | ≥95%                             | Paper purchasing               | Quarterly                        | COO 1 | operations across all records processes | ES                         |
| 100% e-waste disposed via | 100%            | Disposal records and As required | COO 2                          | certified recyclers certificates | ES    | All new major technology                | 100%                       |
| Supplier Evaluation       | At engagement   | COO 3                            | suppliers assessed on Register | environmental criteria           | ES    | Business travel emissions               | 10% YoY                    |
| Travel and expense        | Annually        | COO 4                            | tracked and reduction target   | reduction records met            | ES    | Annual data hygiene review              | 100% per IMS audit records |
| Annually                  | COO 5           | completed schedule               |                                |                                  |       |                                         |                            |

# STAFF RESPONSIBILITIES

# 05

All 3CIR staff and contractors share responsibility for environmental sustainability. Specific expectations include:

- Using power management settings on all devices during and after work hours
- Disposing of personal work devices through approved e-waste channels, not general waste
- Minimising printing and paper use in home office activities
- Reporting environmental concerns or improvement ideas through the Incident and Improvement Register (3CIR-REG-IMS-005)

# REPORTING AND REVIEW

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06

Environmental sustainability performance is reviewed quarterly at the Improvement Meeting and annually at the Strategic Management Review. Performance data, including paper use estimates, e-waste disposal records, and travel data, is compiled by the COO and reported to the CEO. This policy is reviewed annually, or sooner if triggered by legislative change, significant incident, or a material change to operations.

# AUTHORISATION & APPROVAL

This policy (3CIR-POL-EMS-002) is authorised and approved for release in accordance with 3CIR's Integrated Management System governance framework.

AUTHORISED BY

**Marcella Knottenbeld**

Chief Executive Officer

Signature

Date: / / 2026

AUTHORISED BY

**Matthew Pitt**

Chief Operating Officer & Director

Signature

Date: / / 2026

DOCUMENT CONTROL NOTICE

This is a controlled document. Printed copies are uncontrolled. Check the Document Control Register (3CIR-REG-IMS-001) to verify currency. Note: Signature block updated 22 April 2026 to reflect the current governance structure per 3CIR-REC-IMS-018 Governance Structure Formalisation Record v1.0. Document content and original effective date remain unchanged. This update is an authorised configuration correction, not a material revision of the document.

VERSION HISTORY NOTE

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## CORE VALUES

**Courage · Commitment · Comradery**  
**Integrity · Respect**

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