

1. Purpose & Scope

Cirka's Environmental Policy covers the environmental aspects of the cleaning and support services of both Cirka workers and our subcontractors when working on our behalf at client premises.

This policy is available and will be communicated to all staff, workers, subcontractors and interested parties.

This policy, as part of the integrated management system, is reviewed annually for continuing suitability, regulatory compliance and opportunities for improvement.

2. Policy Statement

Cirka has identified the activities we regularly perform that may have an impact on the environment which include:

- Use of chemicals and water in the cleaning process.
- Use of power operated equipment.
- Use of artificial light during evening / night cleaning.
- The disposal of waste produced through the cleaning process and as requested by our clients.

Cirka is committed to continually improving our environmental performance through our objectives and targets. Our commitment to environmental management practices include:

1. Meeting the requirements of the Environmental Protection and Biodiversity Act 1999 [Federal], State EPA Acts and any relevant local government environmental regulations.
2. Documented environmental systems implemented in Cirka offices and client premises within the scope of our influence.
3. Inspection and audit against environmental standards and identified aspects are undertaken.

Cirka's documented environmental system forms part of our overall Integrated Management System (IMS) and as such is in accordance with ISO 14001. The IMS is subject to continual improvement of systems and regulatory compliance in accordance with state and federal legislation. Our environmental objectives are integrated with quality and safety objectives and targets and include, but are not limited to:

- Compliance with Workplace Health & Safety Statutes— State and Federal requirements.
- Compliance to ISO 14001: 2015 – with sustainable systems within the IMS.
- Elimination of waste to landfill and engagement in recycling and reuse programmes
- Prevention of pollution to air, waterways and ground surfaces.
- Continually improve our environmental footprint including reducing carbon emissions.

All workers and service delivery subcontractors have a shared responsibility for the environment. Cirka's commitment to the environment is communicated through this policy and supporting IMS systems to workers and subcontractors at induction. It is also displayed in prominent locations within the organisation, as is practical. It may be made available to interested parties on request.

Environmental Policy



The Directors of the business are accountable for the IMS, however their responsibilities may be delegated to senior management throughout the organisation as documented.

Signed:

A handwritten signature in black ink, appearing to be "M. S. D." with a stylized flourish at the end.

Dated: September 2020