

# BALANCE RECRUITMENT ENVIRONMENTAL ANNUAL REPORT 2013 / 14

Balance Recruitment provides recruitment consultancy services for the placement of professionals in office environments, on both a permanent and contract basis. Its head office is in Sydney, NSW, and there are branch offices in Wollongong, NSW and Canberra, ACT. Balance Recruitment also manages the contracts of IT and finance professionals embedded in a variety of privately owned and publically listed companies, and also in government departments in Australia.

This annual report summarises the operational and environmental activities at Balance Recruitment during the 2014 financial year. This report has been prepared to meet the requirements of the Balance Recruitment Environmental Management System, aimed at fulfilling the obligations of ISO14001, which requires the company to publically disclose information on its environmental objectives, programs and performance. This report serves as an information document for employees, customers, contractors, management and stakeholders on the environmental performance of Balance in the past 12 months.

Any questions related to this report should be directed to the Operations Manager, on 02 9091 8222. It was published on 31<sup>st</sup> November, 2014.

## Preamble

Balance Recruitment is committed to operating in an environmentally sustainable way. We are fully committed to improving environmental performance across all of our business activities, and will encourage our business partners and members of the wider community to join us in this effort. In order to achieve this, Balance has an Environmental Management System (EMS), which outlines our environmental commitments and the manner in which the EMS is designed to ensure that these commitments are implemented, and includes:

- the nature of Balance Recruitment's activities;
- how and where the EMS addresses the requirements of AS/NZS ISO 14001;
- the environmental management structure of the EMS.

## Environmental Goals

Balance Recruitment recognises our key impacts to be in the areas of:

- energy use
- paper use
- waste generation
- water use
- transport
- emissions to air/water

We will strive to:

- Adopt the highest environmental standards in all areas of operation
- Assess our organisational activities and identify areas where we can minimise impacts
- Minimise waste through careful and efficient use of all materials and energy.
- Purchase sustainable products wherever feasible [e.g. recycled, FSC or low environmental impact products and energy from renewable sources].
- Publicise our environmental position.
- Train employees in good environmental practice and encourage employee involvement in environmental action.

- Reduce risks from environmental, health or safety hazards for employees and others in the vicinity of our operations.
- Aim to reduce pollution generation from transport through development of a sound transport strategy.
- Aim to include environmental and ethical considerations in investment decisions where appropriate.
- Engage suppliers who advertise their environmental position and performance, and ensure they are relevant to the social, ethical and environmental issues and risks relevant to their operations, products and services,
- Assist in developing solutions to environmental problems.
- Continually assess the environmental impact of all our operations.

## Energy Use

Energy usage by Balance comprises office electricity usage and energy consumption from vehicular transport to and from client sites; and between branch offices.

In the 2014 financial year, the combined energy consumption was calculated for both head office in Sydney, and our ACT branch office. Total consumption attributable to Balance employees was calculated to be 23036 kWh. The average monthly energy consumption per full time employee was 229 kWh. In the 2012 financial year, total head office energy consumption was 24147 kWh, where the average monthly energy consumption per full time employee was 129 kWh. In comparison, in 2010, the average consumption per full time employee was 135.1kWh/month. The observed increase in average energy consumption per employee is attributable to the inclusion of the ACT office in calculations and the decrease in overall full time equivalent employees.

Scope 2 green house gas production from office energy supplies in 2014 would have stood at 24.42 t CO<sub>2</sub>e had 100 % coal generated

electricity been sourced. From March 2009, Balance instigated a high level of less carbon-intensive and renewable energy resources; with 50% of on-site energy purchased at the Sydney Head Office from the accredited renewable energy supplier, GreenPower. Electricity sourced from renewable sources purchased in the ACT office was 60%. Sources utilised for energy generation include solar, hydroelectric and wind. Taking this into account, the overall scope 2 green house gas production was 13.7 t CO<sub>2</sub>e.

At this stage no energy data is available for Balance's Wollongong offices, but goals have been set to introduce measurements for both energy consumption and green house gas emissions at this location. Please see Energy Objectives and Targets section for further information

### **Paper Use**

Paper use at Balance comprises principally of paper purchases, consumption and disposal for printing purposes. In 2014 in-house head office paper consumption was 55 reams of A4 paper (equivalent to 137.5 kg of paper). This corresponds to 18.57 kg paper per FTE in head office. This green house gas production accountable to this paper consumption is 0.15t CO<sub>2</sub>e. A target has also been set to introduce measurement of paper consumption in Balance's Wollongong and Canberra offices, and also to account for professional printing done on behalf of Balance Recruitment. In addition, the number of our publications made available electronically will be measured. Please refer to Energy Objectives and Targets for further information regarding target dates.

In addition to monitoring paper consumption, an employee awareness campaign has been embarked upon to introduce the concept of reducing paper use and encouraging the use of double sided printing. Further, Balance has also invested in printers with "Eco-print" functions that significantly reduces the amount of toner deposited on paper during printing, and all faxes received are scanned to file instead of printed to paper to reduce consumption.

## **Waste Generation**

General kitchen and office wastes are produced within each of Balance's offices. Balance does not produce any hazardous waste. During 2014 no audits or measurements of general waste was undertaken. Currently, Balance uses shared waste facilities in all three locations and estimates for waste production are difficult to establish. Strategies are currently being explored in order to facilitate measurements of Balance's waste production, and to introduce measurement for all recyclable material.

Despite this, in the past 12 months Balance have participated in the following programs to minimise waste going to landfill:

- Secure and general paper recycling,
- Toner recycling, which is available for the recycling of toner cartridges produced in the office and also for any employee who wished to dispose of used cartridges from home,
- Battery waste service, which is available for both battery waste produced in the office and by employees at home,
- Balance employees are also encouraged to reduce the amount of waste produced, reuse where possible and engage in responsible recycling practices.

## **Water Use**

Establishing a measurement of water use is one of the biggest challenges to Balance Recruitment's Environmental Management System. We currently utilise shared kitchen and bathroom facilities with neighbouring business in all three locations, and thus establishing water usage accountable to Balance alone is not possible. In light of this, in 2014 our targets are to continue an employee awareness programs to encourage water conservation behaviour in the workplace.

## Balance Recruitment Transportation

In the 2014 financial year, Balance employees undertook 5280km of air travel, which produced 2 t CO<sub>2</sub>e. In comparison, between July 2011 and June 2012, employees undertook 28579km of air travel on behalf of Balance Recruitment, which produced 10.69 t CO<sub>2</sub>e. At present, Balance Recruitment does not measure energy consumption from car transport to and from client sites, and between offices, but as described below, goals are being developed to enable energy efficiency to be monitored, and aims at reduction where possible.

A survey was also undertaken at the end of the financial year to determine the percentage of employees who regularly (>75% of work attendance days) using public transport, cycling, walking, or car pooling to and from work, or employees who took advantage of working from home. Responses to the survey are tabulated below. In addition, it was found that 45% of employees routinely worked from home more than one day per week.

Form of Transport	% of total employees
Public Transport	44%
Cycling/walking	0%
Car Pooling	19%
Drive own car	38%

## Emissions to Air/Water

In summary, total green house emissions measured for each activity as determined using supplier information or by carbon calculator (carbonneutral.com.au) for 2014 were:

- Total GHG emissions associated with energy use was 13.7 t CO<sub>2</sub>e.
- Total GHG emissions associated with paper use was 0.15t CO<sub>2</sub>e.
- Total GHG emissions associated with air transport 2 t CO<sub>2</sub>e.

- Total GHG emissions associated with overland transport was not measured.
- Total GHG emissions associated with waste production was not measured.
- Total carbon offsets purchased: Nil

### Energy efficiency targets for 2015

Aspect no.	Aspect description	Objective	Target & date	Key Performance Indicator (KPI)
1	Use of electricity for office lighting,	Reduce annual electricity consumption for lighting.	10% reduction in energy consumption by 30/6/2016	kWh
2	Use of electricity for air-conditioning	Increase investment in renewable energy	Investment in 60% green energy by 30/6/2016 for office electricity supply in Sydney	Calculated CO <sub>2</sub> emissions
3	Use of electricity for computer & other office equipment		Introduce carbon offset for 75 %of electrical usage for Wollongong and ACT offices by 30/6/2016.	Calculated CO <sub>2</sub> emissions
			Replace all office lighting with high efficiency, low energy globes by 31/12/2016	
4/7	Consumption of paper, and generation of waste paper and cardboard in office	Reduce annual paper & printing purchases by 5% each year	Reduce the annual paper & printing usage by 5% on 2014 by December 2015.	Reams
		Increase paper recycling by 10% each year	Establish a baseline of monthly paper recycling by June 2016  Increase the annual paper recycling by 10% on 2014 by December 2015.	Kg
5/6	Generation of general office waste	Reduce the level of general office waste through culture of recycling and reuse	Waste segregation implemented by 30/6/2015  Further training to all staff by 30/6/2015	Recycling services available.  Behavioural
		Increase the level of recycling by increasing awareness and availability of recycling services	Waste segregation implemented by 30/6/2015	Services available
6	Generation of Toner cartridges and battery waste	To eliminate toner and battery waste entering general waste	Continue behavioral Training to all staff bi-annually for 2015FY	Total count

Aspect no.	Aspect description	Objective	Target & date	Key Performance Indicator (KPI)
8	Computing equipment waste	To eliminate computing equipment waste entering general waste	Employ recycling and waste collection services by 30/6/2015	Total count
10	Storage & use of chemicals for cleaning	Elimination of pollutants entering waterways	Introduce monitoring of environmentally safe cleaning products by 31/12/2015.	Total count
11	Use of fuel for staff vehicles	Generation of greenhouse gases & use of fossil fuel	Establish baseline of fuel use by January 2016.  Reduce car usage by 5% each year based on 2012-2013 levels. Introduce register by 30/6/2015 in order to monitor car usage.  Introduce carbon offset for 25% car usage by December 2015	Km travelled  Calculated CO <sub>2</sub> emissions
12	Use of fuel for air travel	Generation of greenhouse gases & use of fossil fuel	Establish baseline of fuel use by June 2015.  Introduce carbon offset for 100 % air travel usage by December 2015.	Km travelled  Calculated CO <sub>2</sub> emissions
13	Use of fuel for travel by taxi	Generation of greenhouse gases & use of fossil fuel	Establish baseline of taxi use by March 2015.  Introduce carbon offset for 25 % car usage by December 2015.	Km travelled  Calculated CO <sub>2</sub> emissions
14	Generation of waste from staff kitchens	Use of landfill	Increase awareness of environmental issues relating to waste production amongst staff regarding goods and services.  Offer recycling services for all recyclable materials by 31/12/2012	Kg
15	Use of water in staff kitchens & toilets	Use of limited water resources	Increase awareness of environmental issues relating to water usage amongst staff.	Behavioural





Paper	reams non-recycled	5	5		5	10		5	5	5		15	
	reams recycled			5				0					12 remaining at June 30
Paper		0.50	0.54	0.54	0.62	1.23	0.00	0.62	0.62	0.62	0.00	0.00	1.85
Toner Cartridges purchased	No.	1											
Toner Cartridges recycled	No.											6	recycling opened to all employees, for recycling of office and home-used cartridges thus recycling outways consumption
General waste	kg	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured
Fluorescent light tubes	no.	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured
Water usage	kL	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure	not able to measure
No. of non-conformities raised		none	none	none	none	none	none	none	none	none	none	none	none
No. of non-conformities closed		none	none	none	none	none	none	none	none	none	none	none	none
No. of internal audits or site inspections		none	none	none	none	none	none	none	none	none	none	none	1
No. of environmental incidents		none	none	none	none	none	none	none	none	none	none	none	none
No. of training or awareness sessions conducted		0	0	0	0	0	0	0	0	0	0	0	1
													EMS introduced in June 2012