



Environmental Policy

7 October 2022

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and
Information Management Profession

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	1 October 2022	Renee Harris Peta Sweeney	RIMPA Global Board	

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Policy is effective from 7 October 2022 and is reviewed every two years.
- (b) This Policy may be amended, varied or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

1 INTRODUCTION

- (a) RIMPA Global is committed to maintaining a pledge to support the principles of environmental sustainability and recognises that a sustainable environment is central to our lives and our work.

2 PURPOSE

- (a) The purpose of this procedure is to:
 - (i) implement environmental actions within the company
 - (ii) monitor the environmental actions and improvements internally
 - (iii) communicate environmental initiatives internally and externally

3 PRINCIPALS AND PRACTICE

3.1 Commitment to healthy communities

- (a) RIMPA Global recognises the essential rights of all to a healthy, clean and safe environment. RIMPA Global actively supports and engages with universal principles for environmental sustainability. To meet this responsibility RIMPA Global will:
 - (i) commit to the principles of preventing environmental pollution and to continual improvement
 - (ii) comply with Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation
 - (iii) encourage suppliers, sponsors, and partners to practice high standards of environmental performance

3.2 A culture of environmental sustainability

- (a) RIMPA Global seeks to conserve and enhance our natural resources by reducing the impact our business has in the natural world. RIMPA Global will:
 - (i) communicate this policy to all employees, directors, volunteers, contractors, and other stakeholders, as well as making this policy available to our members.
 - (ii) reduce the consumption of natural resources, for example: water, paper and energy, in daily operations
 - (iii) maximise the recycling of resources
 - (iv) dispose of waste appropriately, including e-waste at designated e-waste centres

3.3 Balance between the natural and built environment

- (a) RIMPA Global will regularly assess and monitor our impact on the natural world and establish targets that balance the needs to our members and stakeholders

including immediate needs and those of future generations. To meet this responsibility RIMPA Global will:

- (i) monitor and manage our environmental impact and set targets to reduce adverse impacts
- (ii) seek opportunities to report on the company's environmental performance in both internal and external communications
- (iii) review sustainability targets and performance annually

4 IMPLEMENTATION ADVICE

4.1 Commitments

- (a) complying with relevant Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation
- (b) reducing the consumption of natural resources in daily operations, including water, paper, and energy
- (c) maximising the recycling of resources.
- (d) disposing of waste appropriately, including e-waste at designated e-waste centres
- (e) where possible, encouraging suppliers to meet high standards of environmental performance
- (f) communicating this policy to all employees, contractors, and other stakeholders, as well as making this policy available to the general public
- (g) reviewing this policy annually and measuring targets and performance as part of that review

Environmental Policy Appendix

To achieve the Principles and Practices of the RIMPA Global environmental policy the following measures will be tracked:

1. Complying with relevant Australian Commonwealth, State and Local environmental policy, practices, regulations and legislation, and industry-specific legislation.
 - (a) Review changes to relevant policies, practices, regulations and legislation from the government and industry and ensure alignment with our policy.
2. Reducing the consumption of natural resources in daily operations, including water, paper, and energy.
 - (a) Turning off computers and monitors at the end of the day.
 - (b) Using energy efficient power strips.
 - (c) Only printing necessary documents.
3. Maximizing the recycling of resources
 - (a) Using a recycling bin.
4. Disposing of waste appropriately, including e-waste at designated e-waste centres.
 - (a) Disposing of any computers or equipment at a free Office Works Tech Collect retail drop off site.
5. Where possible, encouraging suppliers to meet high standards of environmental performance.
 - (a) Including clauses in contracts that state industry partners should comply with government and industry environmental standards.
6. Communicating this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.
 - (a) Retaining a copy in Egnyte for employees to view.
 - (b) Placing a copy on the RIMPA website for the public to view.
7. Reviewing this policy annually and measuring targets and performance as part of that review.

Comparing energy costs year to year.