

**ENVIRONMENTAL POLICY**

Document Number: *DTAENV01*
Date of Issue: *25th July 2013*

Version: *2*
Contact: *Secretary*

Introduction

Diversional Therapy Australia (DTA) believes in the value of reducing the waste of resources and energy wherever possible.

Purpose

To ensure that best environmental practice, within DTA budget restraints, are implemented at the DTA office and management.

Authorisation


Renee Dunne Secretary
DTA

Principles

Our fundamental principles in operating within an environmentally responsible framework are to continuously strive toward reducing our environmental footprint and to value environmentally responsible practices and products in trade partners, associates and members.

Policy

Even though DTA operates a small office and has a relatively small environmental impact when compared to other organisations, in the interests of good environmental stewardship and corporate responsibility DTA has taken these simple actions to make our office greener.....

- A reminder on emails  **Please consider the environment before printing this email**
- Avoid printing office documents unless necessary
- Print double-sided copies
- Purchasing recycled paper for office use where practical
- Recycle non-confidential office waste paper
- Avoid using disposable cups and items in office
- Use a reusable shopping bag to carry office shopping
- Turn off equipment and lights when not in use
- Do not use air conditioning when an open window will do!
- Re-use packaging where possible
- Move toward less paper files in the office – “paperless” is our future goal

Responsibility

The Board is responsible for the implementation and regular review of this policy.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.