

## Purpose

The purpose of this policy is to demonstrate Menzies commitment to environmental protection and sustainability, with a key objective to consistently meet and exceed best practice by minimising our carbon emissions; thereby committing to protecting biodiversity with the support of the company's long and mid-term environmental, Social and Governance [ESG] key performance indicators and carbon management. Menzies aims to positively influence its own, its client's as well as supplier's business environments by implementing and continually reviewing its corporate standards and compliance with its ESG framework and HSEQ management plan.

## Responsibility

This policy must be adhered to by all Menzies employees and other representatives acting on behalf of the Company, as environmental protection and carbon emission management is a fundamental responsibility of all parties. Menzies takes responsibility in reducing its environmental impact whilst also supporting clients with their sustainability commitments through strategic advice and services. Menzies is compliant with current legislation and regulatory obligations as far as reasonably practicable.

## Overview

Menzies dedication to responsible environmental management is demonstrated via the implementation of a management system which is compliant with the requirements of ISO 14001 at selected work sites and the Victoria Office site at Glenferrie Road, Malvern.

Menzies has developed a Green Clean Program to monitor and implement quantifiable health and environmental outcomes. The position of Menzies is to minimise chemical usage to four-base range chemicals and are actively researching the latest green cleaning programs. Management and reduction of waste to landfill is increasingly seen as an important service provided to clients to allow Menzies to meet commitments. Circular economy is a new trend to explore where Menzies can be recognised as a leader in the sector. Tools to address resource conservation include water management, water efficiency for clients, reduction of waste to landfill, management of waste streams in facilities, circular economy, embedded carbon footprint, resource's use efficiency and recycling rates and chemical-free cleaning alternatives.

## Policy

Menzies is committed to operating in line with best environmental practices across all its offices and site locations. As part of our management system activities, we will:

- Review the nature, scale and environmental aspects of our activities and services on a regular basis
- Recognise the risks and hazards that contribute to damaging or threatening the wellbeing of the environment and all living things (such as the ecosystems in which they exist) and adequately control the performance of our activities to ensure that our environmental impacts are kept within acceptable levels
- Track, measure and report on the Company's environmental performance
- Plan, monitor and revise (as applicable), our operations to ensure the continual improvement of our environmental performance and the prevention of pollution or potential risk of damage to eco-systems
- Identify and comply with all relevant environmental legal and other requirements as applicable
- Report on significant fines and non-monetary sanctions for non-compliance with environmental laws and/or regulations
- If no non-compliance with environmental laws and/or regulations have been identified during the cause of a fiscal year, a brief statement of this fact will be included in the company's annual report

- Report on the % of products under green certification
- Monitor sustainability regulations and environmental controls and ensure they are embedded into the company's operations and supply management practices.
- Monitor waste streams to ensure proper segregation
- Ensure that our environmental objectives and targets are set, based on our previous performance and reviewed on an annual basis as a minimum
- Provide communication and training to our staff, customers, contractors and suppliers in regard to our environmental commitments and ensure this policy is available to all interested parties.

## Monitoring and reporting

Menzies will monitor, measure and report on its greenhouse gas emissions for Scope 1, 2 and 3.

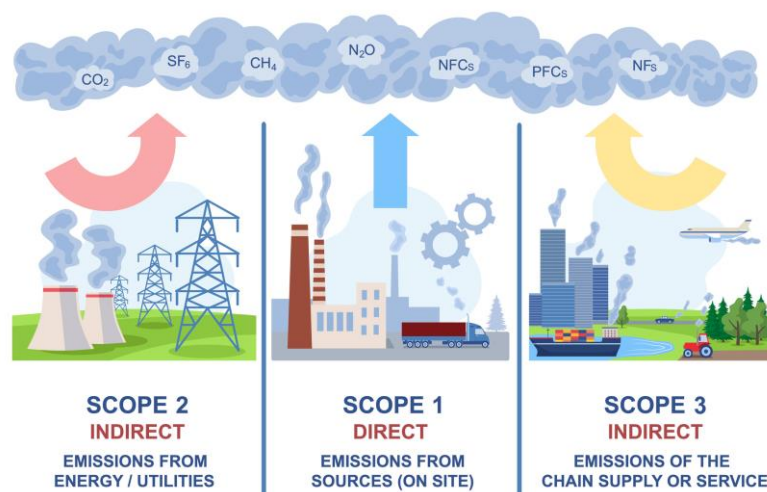
These include, but are not limited to:

- emissions produced through our direct operations (Scope 1);
- our indirect emissions due to energy usage (Scope 2); and
- our indirect emissions that occur within our supply chain from sourcing (Scope 3),

Examples:

- cleaning consumables
- cleaning equipment usage
- fuel consumption: employees commuting / business travel
- IT equipment and services
- electricity usage
- paper usage
- waste and recycling.

## SCOPES OF EMISSIONS



## Challenges

- Management of Menzies own operations and its supply chain operations
- Data integrity: access to accurate and reliable data for Menzies and its supplier's operations
- Change and carbon reduction management
- Continual improvement of chemicals and materials in use regarding their environmental impacts during a life cycle

## Actions

Menzies aim to achieve continuous improvement in quality and performance by setting standards and targets which will be measured and reported upon annually. Our ESG commitments provide the framework which the company is committed to and to remain on track with its goals, analytical tools will be utilised which will provide further insights into Menzies carbon emissions and progress respectively. Review of further carbon offset projects aligned to Menzies operations.

## Related documentation

- Corporate Social Responsibility Policy
- MMS-PRO-037 Risk Management Procedure
- MMS-PRO-026 Objectives & Targets Procedure
- MMS-PRO-022 Management Review Procedure
- MMS-F-049 Menzies ESG Framework and Targets 2022

Authorised by:



**Greg**  
CHIEF EXECUTIVE OFFICER

**Springall**

Translation can be arranged through your Branch Office for staff with this need.

- **Spanish Translation:** Por intermedio de la Oficina Regional se puede organizar traducción el personal que la necesite.
- **French Translation:** traduction peuvent être organisés par le Bureau régional pour le personnel avec ce besoin
- **Italian Translation:** Una traduzione potrà essere eseguita attraverso l'ufficio regionale per il personale che dovesse averne bisogno.
- **Serbian Translation:** Превод се може организовати преко Регионалне канцеларије за особље коме је потребно.
- **Croatian Translation:** Prijevod se može organizirati preko Regionalnog ureda za osoblje kome treba.
- **Greek Translation:** Μετάφραση μπορεί να κανονισθεί μέσω του Περιφερειακού Γραφείου για προσωπικό που έχει αυτή την ανάγκη.
- **Macedonian Translation:** Превод на текстови може да се организира преку Регионалната канцеларија за персоналот кој има таква потреба.
- **Russian Translation:** Перевод может быть организовано через региональное отделение для сотрудников с этим необходимо
- **Finnish Translation:** käännös voidaan järjestää aluetoimiston henkilöstön tämän tarpeen
- **Thai Translation:** บริการแปล อย่างเป็นทางการ Regional Office บริการแปล อย่างเป็นทางการ
- **Arabic Translation:** هذه الحاجة كميون ترجمة متي بيترتا من لاجل تكماب يلقا امي للموظفين
- **Persian Translation:** میظنته اید نیاز این دنیا را انهم اکی اید اری میظنتمز تقد قیرطزا نذواتی می محمدرت
- **Turkish Translation:** Çeviri Bölge Müdürlüğü personeli için aracılığıyla bu ihtiyacı ile ayarlanabilir
- **Filipino Translation:** pagsasalin Maaari Maging hagdan pamamagitan ng Regional Office para sa mga tauhan na ito kailangan
- **Indonesian Translation:** terjemahan Bisa Diatur Melalui Kantor Wilayah untuk staf dengan kebutuhan ini
- **Malay Translation:** penterjemahan Bisa Dikawal Melalui Pejabat Wilayah untuk kakitangan dengan keperluan ini
- **Swahili Translation:** Tafsiri unaweza ukapangwa kupitia Ofisi ya Mkoa kwa ajili ya wafanyakazi na hitaji hili
- **Afrikaans Translation:** Hÿbô trÿcô thê djch qua Vÿnphông Khu vÿrc nhÿn viÿn cô nhu cÿu này
- **Vietnamese Translation:** Hÿbô trÿcô thê djch qua Vÿnphông Khu vÿrc nhÿn viÿn cô nhu cÿu này
- **Japanese Translation:** hon'yaku wa , chiiki jimusho no sutaffu wotsujite, kono hitsuyô sei ni haichi suru koto ga deki masu
- **Chinese Translation (Traditional):** fân yì kě yì ān pái tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán, zhè fāng miàn de xū yào
- **Chinese Translation (Simplified):** kě yì ān pái fân yì tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán yù c