

1. Organisational

1.9 RCM Environmental Sustainability Policy

This policy must be read in conjunction with Riverina Conservatorium of Music (RCM) Organisational Policies General Outline, Definitions and Relevant Legislations.

1. Purpose

- a. This policy aims to ensure that the operational and administrative aspects of the RCM do not cause undue harm to the environment. This will be achieved by taking all reasonable and practicable measures to prevent or minimise environmental harm.
- b. The RCM will strive to achieve a high standard of environmental care and responsibility.

2. Additional Definitions

- a. **Environment:** the natural world, as a whole or in a particular geographical area, especially as affected by human activity.

3. Application of Policy

- a. This policy applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant occupational health and safety/work health and safety legislation of the RCM, collectively referred to in this policy as 'RCM staff'.
- b. This policy does not form part of an RCM staff's contract of employment. Nor does it form any part of any other RCM staff's contract for services.

4. Details

- a. The RCM is committed to:
 - i. considering environmental matters in all business planning and risk management; and
 - ii. reducing, re-using and recycling waste products wherever practicable.
- b. The RCM acknowledges that everyone associated with the organisation has an important role to play in achieving these environmental goals.
- c. The RCM has a direct responsibility to ensure that environmental harm is not

generated by any of its operations. In particular, the RCM:

- i. must not to carry out an activity that may cause harm without taking measures to prevent or minimise the harm;
 - ii. must notify the responsible parties, of the specific area, any events that cause or pose a significant risk of environmental damage; and
 - iii. must take appropriate measures within their capacity to prevent or minimize environmental harm in the event of an incident.
- d. RCM staff have a duty of care to ensure that their working arrangements and functions do not cause environmental harm. If an RCM staff suspects that their actions in the workplace are causing or may cause environmental harm or the RCM staff has identified an area of improvement, the matter should be immediately reported to the Director (CEO).
- e. Each individual RCM staff and their respective groups have a duty to work within acceptable environmental standards.

4.1 Non-compliance

- a. If an RCM staff member fails to comply with the requirements set out in this policy, it will be regarded as a serious breach of conduct and may result in disciplinary actions or the termination of employment/contract for services. When a breach occurs, an investigation may be conducted to determine the appropriate action to be taken.

5. Variations and Associated Documents

- a. If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Team Member(s).
- b. *The RCM reserves the right to vary, replace or terminate this policy from time to time.*

Policy version and revision information

Policy drafted by: Amanda Gibson
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