



# Bandit Design Group Sustainability Procurement Policy

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## 01 Our Commitment to Sustainability

Bandit Design Group is a creative studio that works with business owners to build brands that create a better future for tomorrow.

This document is the Sustainability Policy which directs activities undertaken by Bandit Design Group as an organisation which manages these activities.

We are committed to producing the best product with the lightest footprint to embedding sustainable principles into the company to ensure environmental, economic and social well-being for today and tomorrow. Our business practices will always consider people and the planet as well as profit.

We are open about our commitment to sustainability and aim to provide both a benchmark and example for the businesses we connect with to show them what's possible .

## 02 Our Code of Ethics

The following outlines the key principles of sustainability to which Bandit Design Group adheres. These principles underpin all of our business activities, procurement and production decisions.

### 01 Integrity

All those carrying out work on behalf of Bandit Design Group are required to do so with professionalism, integrity, regard for the law, without bias and with regard for the highest standard of ethical consideration.

### 02 Transparency

Relevant information about the Bandit Design Group operation is available for interested parties as it applies to them.

### **03 Respect & Human Rights**

We believe that all people are equal, and therefore extend equal respect out to all of our staff, members, community, and broader global community. This is extended through the choices we make in product, materials and supplies procurement.

### **04 Local over Global**

We always choose to support local organisations for global companies. We are committed, where possible, to keep financial flow within our local community and support small businesses.

### **05 Stewardship**

Bandit Design Group is a temporary custodian of the land on which our events are carried out. We ensure respect for and acknowledgment of traditional owners. This temporary stewardship requires consideration for biodiversity and any localised environmental impacts.

## **03a Energy Resource Use & Reduction**

Bandit Design Group uses power for our year-round office activities. Office power is provided through mains supply.

### **Bandit Design Group energy goals are:**

- Reduce total energy used
- Maximise use of renewable energy

### **Energy Usage**

The following is in place at Bandit Design Group:

- Bandit Design Group has negotiated with our landlord to utilise our preferred green energy provider - Red Energy

Bandit Design Group aims to reduce the negative impacts of energy production and consumption through energy conservation and implementation of renewable energy sources. The following are undertaken:

- Reductions in power demand through using energy efficient equipment, and following this through to consequential reductions in generator sizes.
- Energy saving initiatives in place, including the Greening Your Home Office guidance provided in our Employee Handbook for staff and contractors. This includes reviewing all suppliers and choosing the most renewable available, setting up home recycling programs, reducing water and energy use, changing banking/financial suppliers and so on.
- Implementing renewable energy where possible.
- Where direct access to renewable energy is not possible, switching to community-owned power providers.

## **03b Waste Resource Use & Reduction**

Waste is created at Bandit Design Group by year-round office activities. Minimising the volume of waste to landfill is a priority, and as a company we are always working towards zero waste. This is achieved through waste prevention/minimisation strategies and also through segregating waste streams to optimise final processing effectiveness.

### **Bandit Design Group waste goals are:**

- Produce less waste
- Minimise landfill through recycling, reuse and composting
- Utilise green energy where possible

### **Waste in the Office**

The following is in place at Bandit Design Group:

- Bandit Design Group permanent offices have recycling facilities in place including bottles, paper and cardboard, and organic matter.
- We do not use an office printer, all work is to be paperless unless required, where we will utilise a local printer to reduce paper consumption and potential waste.
- Waste reduction and management in the Bandit Design Group office is managed as part of our Greening Your Home Office guidance in our Employee Handbook.
- No single use plastic water bottles
- Any drinking cups must be recyclable, keepcups or office mugs can be used only for coffees

- No single use plastic plates and cutlery should be used, ensure everything is recyclable and preferably made from recycled materials
- All recycling should be placed in the correct bins provided in the office

## **03c Water & Amenities Resource Use & Reduction**

Water is used at Bandit Design Group for year-round office activities for drinking, cleaning, toilet flushing, handwashing, and kitchen activities.

**Bandit Design Group water management goals are:**

- Reduce water use
- Ensure no chemical contamination of wastewater

The following is in place at Bandit Design Group:

- Environmentally sound alternatives to chemicals are used for cleaning fluids.
- No toilet additives are used. Toilets are chemical free.
- Dual flush toilets are implemented where possible.
- Dishwasher runs when full to save energy and water
- Under 3 minute showers
- Regularly check for any 'faucet leaks' in all wet areas to ensure no water leakage

## **03d Transport & Travel Resource Use & Reduction**

Bandit Design Group has a hybrid working style remote office, and therefore the transport of employees to the office is generally the largest environmental impact. We therefore focus on educating our employees on minimising the gas emissions resulting from their travel.

**Bandit Design Group transport goals are:**

- Reduce greenhouse gas emissions resulting from employee travel

The following is in place at Bandit Design Group to ensure focus on reducing travel impacts:

- Communication of public transport options to encourage maximum uptake of public transport options including buses, train, lightrail and carpooling options.
- Additionally, we encourage walking or cycling to work where feasible.
- Procuring locally, including using local contractors, to minimise transport impacts of goods.
- Utilising sustainable freight options such as Sendle.
- Staff use Zoom as a first preference in place of air travel and face to face meetings.
- Routing of flights is done in such a way to minimise total travel distance.
- Economy seats are booked as a matter of policy for most trips.
- Low emission or hybrid vehicles are chosen by preference for all hire vehicles.
- Flight distances and numbers are reported and total GHG emissions calculated.

## 04

### Procurement & Stakeholder Engagement Policy

Purchase decisions are made in relation to Bandit Design Group office activities. We work with staff, suppliers and contractors to measure, manage, and minimise our impact.

As an overarching rule, procurement decisions should be based on the product or service with the lightest footprint that adheres to the highest standards and is inclusive of minority groups where possible.

The following is in place at Bandit Design Group for selecting suppliers:

- Companies that provide products and services to Bandit Design Group should have their own Sustainability Policy in place.
- We prioritise local over global companies.
- We choose to support ethnically diverse companies and individuals where possible including:
  - Female-owned
  - Disabled workers
  - Minority groups
  - Aboriginal and Torres Strait Islander
  - Immigrant background
- All relevant third parties and contractors may request access to the Bandit Design Group Sustainability Policy and resources to further their own sustainability efforts.

Our everyday purchasing decisions should be guided by referencing the following:

- Resource conservation through purchasing only what we need in the quantities we need.
- Choosing products with ethical production and fair labour policies.
- Store and reuse rather than discard after single-use.
- Purchasing locally to support the local economy and reduced transport impacts.
- To purchase Australian manufactured products made from Australian materials as a first preference.
- Products made from sustainably harvested, grown or mined raw materials.
- Products made through sustainable manufacturing processes.
- Products made from recycled materials.
- Products that can be recycled, composted or repurposed at the end of life.
- Products that are non-toxic and chemical-free.
- Products with low manufacturing carbon footprints.
- To use organic, seasonal or local produce.
- Products that have independent third-party certification.
- Service providers that have sustainability policies to ensure sustainable operations and their own sustainable procurement.