

Environmental and sustainability policy

VISAENVOY PTY LTD is committed to conducting its business in an environmentally responsible and sustainable manner, and to minimising the environmental impact of its operations. As a professional services firm providing visa and immigration services, our environmental footprint arises primarily from office energy use, paper consumption, waste, procurement and business travel. We are committed to managing each of these areas responsibly and to the continual improvement of our environmental performance.

We are committed to complying with the *Environment Protection Act 2017* (Vic) and all other applicable environmental legislation, regulations and standards, and to meeting or exceeding these requirements wherever practicable.

Our environmental strategy is built on the following commitments. Management will:

- Comply with all legislation, regulations and standards relating to environmental protection
- Operate a digital-first, substantially paperless practice - including electronic client files, electronic signatures and online lodgement of applications - to minimise paper consumption and printing
- Reduce energy consumption through energy-efficient lighting and equipment, power management settings and switching off equipment when not in use
- Reduce waste to landfill by reusing and recycling paper, cardboard, glass and plastics, and by responsibly recycling e-waste, batteries and printer cartridges
- Minimise the environmental impact of business travel by using video conferencing and telephone consultations wherever practicable, and by encouraging the use of public transport
- Take environmental impact into account in purchasing decisions, preferring recycled and sustainable products and suppliers with sound environmental credentials
- Set measurable environmental objectives, monitor performance against them and review this policy at least annually to drive continual improvement
- Provide information and training to enable all workers to meet these commitments, and consult with workers on opportunities to improve our environmental performance
- Communicate this policy to all workers and make it available to clients, suppliers and other interested parties

Workers will:

- Follow workplace procedures designed to reduce paper, energy and water use and waste
- Print only where necessary, defaulting to double-sided and black-and-white printing
- Separate and dispose of waste and recycling correctly
- Switch off lights, computers and other equipment at the end of each day
- Report opportunities to improve our environmental performance

Our current environmental objectives are to: maintain fully electronic client file management across all matters; reduce office paper purchases year on year; recycle all e-waste and printer consumables; and review our energy use and suppliers annually.

Our goal is to embed environmentally responsible practices in the way we work every day. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Name: Ian Armani

Position: Director - on behalf of
VisaEnvoy Pty Ltd

Signature:

Ian Armani

Date:

15 July 2026

Review
date:

Annually