

Environmental Sustainability Policy

Our Vision

Our Vision is to be recognised as an exceptional Virtual Assistance service provider, by building long term relationships with our clients and lessening our impact on the environment. We also pledge to encourage others to follow our lead, leaving a better planet for future generations.

Our Impact

We actively:

- ✔ Understand the environmental aspects and impacts of our activities.
- ✔ Lead by example particularly in relation to reducing our impact on the environment.
- ✔ Commit to reducing our carbon footprint.
- ✔ Comply with and exceed all relevant regulatory requirements.
- ✔ Incorporate environmental factors into business decisions.

Our Objectives

We commit to:

- ✔ Minimize environmental impacts in the areas of waste, water, energy and air quality.
 - Maintain kWh energy use at our office (EVA HQ) to under than 10,000 kWh each year.
 - 100% offset of carbon emissions produced by office and travel (including any air travel)
 - Reduce use of resources (mainly ink and paper)
 - Recycle all waste from our office.
- ✔ Give back to communities by volunteering and donating resources.
 - Providing of pro-bono work to the value of 5% of our annual net profit.
- ✔ Ensure our supply chain has responsible social and environmental practices.
 - Educate suppliers, contractors and sub-contractors to improve their environmental performance.
 - Favour more environmentally friendly and efficient products wherever possible.
 - Engage local contractors and materials where available to reduce CO2 and help contribute to the community and local economy.
- ✔ Give to the environment on behalf of our clients.
 - Plant-a-tree Program: 1 tree per client per year.

Our Progress

We will manage our progress against our objectives by:

- ✔ Report on our progress against these goals once per year.
- ✔ Review our performance quarterly.
- ✔ Updated as and when necessary.

Endorsed by



Sam Spence
Executive Virtual Associate

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