Minimising Use of Resources Policies and Procedures

HiFlex Physio

Policies

HiFlex Physio acknowledges the negative impacts that businesses can have towards the environment. This includes contributing to solid waste, improper disposal of hazardous waste and excessive use of resources.

HiFlex Physio is committed to find ways to continually improve our sustainable practices and reduce the impact of our work towards the environment. HiFlex Physio implements the following sustainable work practices:

1. Adopt a ‘paperless workplace’ concept

2. Keep energy usage low.

3. Reduce and recycle waste material as much as possible.

Procedures

The following procedures are maintained in the interests of continual improvement:

1. HiFlex Physio employees must reduce the amount of single-use materials and promote re-usable materials.

This must be conducted through the following procedures:

- Promote recycling.
- Ask members to bring their own coffee mugs and smoothie containers; HiFlex Physio sell these in the café.
- Participate in quarterly reviews by the Management to improve on sustainable work practices.

2. HiFlex Physio employees must adopt the ‘paperless workplace’ concept to minimise the use and waste production of ink and paper within the business. This concept benefits the HiFlex Physio by reducing operating costs in printing and providing a more secure file storage system.

This will be conducted in the following ways:

- Employees do not have access to a printer.
- The Manager will have access to a printer but will only print when necessary.
- Internal mail and documents such as pay stubs and staff memos are sent through email.
- If it is necessary to print or use paper of any kind, it must be either re-used or recycled.
- Internal documents are stored through an online shared drive.
- iPads have been acquired and set up for employees to use in place of paper. These can be used to access HiFlex IT, the software program used within all areas of the business.

3. HiFlex Physio employees must keep our energy usage low. This is in line with our commitment to reduce our carbon footprint. At the same time, this benefits HiFlex Physio by helping reduce expenses in energy costs.

This will be conducted in the following ways:

- Turn off and unplug appliances and equipment that run on electricity when not in use.
- Turn off lights when closing the centre for the day.
- Gadgets like tablets and laptops must be unplugged when at full charge.

Version Control & Document History

Date	Summary of modifications	Version
01 October 2020	Version 1 final produced	1.0
03 November 2020	Major modifications throughout the document. Added Policies and Energy Usage Procedures.	2.0