



**ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT  
– Self Regulated**

**Date of Audit:** January 2015

**Period related to:** Jan 2014 – December 2015

**Conducted by:**

Paul Kean, Operations Manager / Environmental Officer Leecare Solutions and subsidiary companies.

**For company/ies:** Leecare Solutions Pty Ltd (Aust.) and (Leecare Health Pte Ltd (SG))

**Electrical equipment, chemicals, printers/toners, plastics**

<b>Audit item</b>	<b>Result – did the company achieve this objective in the period stated</b>	<b>Comments</b>	<b>Self Rating / 10</b>
1. Prior to purchasing electrical equipment, did the company review the item/s and ensure the item is of a high star rating standard, no less than '3 stars'.	Yes	Yes, purchased laptops, projectors and printers were rated equiv. 3 stars – will continue to locate better star rated products	8
2. Prior to purchasing chemicals, did the company ensure the chemical can be biodegraded in an acceptable time frame.	Yes	ALL chemicals purchased are biodegradable – this is a Aust regulatory requirement	10
3. All purchases related to printers shall take into consideration the items ability to be disposed of in a recyclable manner including the disposal of toner and cartridges.	Yes	We recycle all toners and cartridges in Aust and will identify a recycle location./service in SG when needed	10
4. Staff shall dispose of all recyclable waste only in	Yes	Company offices have recycle bins which staff are required to	10



'recycle bins', where they are available.		use – OM disposes these weekly	
5. Leecare Health will use electronic internal reporting mechanisms for all business areas including finance, client management, staff communication and policies and procedures to reduce the use of paper based products and resources.	Yes	Accounting, internal communication and client communication is via electronic means. CD's are issued to clients instead of printed material.	10
6. Internet and electrical software and appropriately carbon considered hardware will be used to support all software development activities.	Yes	All development activities are recorded electronically – use of cloud and internal server installations.	10
7. If Leecare Health uses office spaces, it will endeavour to select those with solar electricity systems or similar to ensure energy use reduction.	No	At present, the company building's 'body corporate' will not support solar power on the roof. We are still considering other mechanisms. Ho e office uses 27 panels of solar power.	5
8. Staff shall be informed on orientation and regularly as relevant, re the use of minimal water during staff activities.	Yes	Yes, staff describe appropriate water usage practices when asked	10
9. Systems in place will consider Infection Control and staff will be trained and supported to follow appropriate infection control practices ie. regular handwashing and disposal of hand towels in recyclable receptacles.	Yes	All relevant areas have hand-washing sinks and amenities (soap, hand towels). Staff use paper towels which are recycled.	10



10. Only Paper which is produced using sustainable carbon neutral strategies, that are 100% recyclable (Fuji Xerox or similar) shall be used by all subsidiary companies associated with Leecare Solutions Pty Ltd.	Yes	In 2014, Leecare became a signatory to the use of only carbon neutral papers convention. Fuji Xerox Carbon Neutral Recycled paper is only used.	10
11. Purchases that involve plastic in its structure or as bags etc. shall be recyclable as possible	Most	On review, most plastic items are recyclable – will continue to review	8
12. Re-usable shopping bags shall be used by staff for all company market purchases	Yes	All shopping activities us such	10
<b>Final rating / 120</b>			<b>111.</b>

A Rating of 96 or above is considered a satisfactory carbon neutral rating.

**FOOTPRINT REDUCTION SPONSOR STRATEGIES for 2014**

Leecare Solutions Pty Ltd sponsored various organisations that reduce carbon footprint such as the Australian Conservation Foundation.

Operations Manager participated in the AI Gore Climate Reality Leaders conference and is a registered AI Gore Presenter. Will present to staff in 2015.

**Signed by:** Paul Kean, Operations Manager / Environmental Officer Leecare Solutions and subsidiary companies.

*PKean*

Date: 5/1/15

Confirmed by CEO, Dr Caroline Lee: *CL*

Date: 5/1/15

## **ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT – Self Regulated**

### **Carbon FOOTPRINT REDUCTION Policy**

Leecare Health Pte Ltd believes it should incorporate carbon reduction strategies. Leecare Health Pte Ltd will actively pursue carbon reduction through its purchasing processes, refuse disposal, and building maintenance strategies by considering:

- Energy usage and greenhouse gas (CO<sub>2</sub>e) emissions
- Water usage, management and effluent
- Waste management and disposal.

We will identify inefficiencies in resource use and ensure staff practice in accordance with our waste reduction procedures.

### **Carbon FOOTPRINT REDUCTION Procedures**

Leecare Health Pte Ltd actively pursues carbon reduction through the promotion and expectation of staff that they respect all recycling practices and environmentally appropriate purchasing systems.

### **Electrical equipment, chemicals, printers/toners, plastics**

- Prior to purchasing electrical equipment or chemicals, the company environment officer or CEO in their absence shall review the item/s and ensure the item is of a high star rating standard, no less than '3 stars' or the chemical can be biodegraded in an acceptable time frame.
- All purchases related to printers shall take into consideration the items ability to be disposed of in a recyclable manner including the disposal of toner and cartridges.
- Staff shall dispose of all recyclable waste only in 'recycle bins', where they are available.
- Leecare Health will use electronic internal reporting mechanisms for all business areas including finance, client management, staff communication and policies and procedures to reduce the use of paper based products and resources.
- Internet and electrical software and appropriately carbon considered hardware will be used to support all software development activities.

Form: EV01 Date of issue: 12 December 2013 Approved by: Caroline Lee Chief Executive Officer

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**ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT – Self Regulated cont.**

- If Leecare Health uses office spaces, it will endeavour to select those with solar electricity systems or similar to ensure energy use reduction.
- Staff shall be informed on orientation and regularly as relevant, re the use of minimal water during staff activities.
- Systems in place will consider Infection Control and staff will be trained and supported to follow appropriate infection control practices ie. regular handwashing and disposal of hand towels in recyclable receptacles.
- Only Paper which is produced using sustainable carbon neutral strategies, that are 100% recyclable (Fuji Xerox or similar) shall be used by all subsidiary companies associated with Leecare Solutions Pty Ltd.
- Purchases that involve plastic in its structure or as bags etc. shall be recyclable as possible.
- Re-usable shopping bags shall be used by staff for all company market purchases.

**Carbon FOOTPRINT REDUCTION SPONSOR STRATEGIES**

Each Year Leecare Health Pte Ltd's Parent company Leecare Solutions Pty Ltd will sponsor an Environmentally Friendly Or Sustainability project which one of its clients or staff promotes. Such projects include supporting Kooweerup Regional Health Services internationally recognised Environmental awareness 'house' and utilities usage.