



ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT – Self Regulated

Date of Audit: 1 May 2022

Period related to: May 2021 - 1 May 2022

Conducted by:
Paul Kean, Corporate Manager

For company/ies: Leecare Solutions Pty Ltd (Aust.) and Leecare Holdings Pty Ltd;
Leecare Solutions SG Pte Ltd and Leecare Health Pte Ltd (SG); Leecare Solutions UK
Limited and Leecare Health UK Limited (UK); Leecare Solutions NZ Limited;

Electrical equipment, chemicals, printers/toners, plastics

Audit item	Result – did the company achieve this objective in the period stated	Comments	Self Rating / 10
Electricity – prior to selecting a power supplier were Carbon credits considered	Yes	All our electricity usage is offset with carbon credits; The Directors Home office is supported by solar electricity for electrical needs.	10
Backup electricity – is an electrically economical but effective backup system in place that considers the environment	Yes	All company electricity usage is offset with carbon credits; our commercial grade UPS - Power Backup unit utilises this environmentally supportive factor.	10
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	All staff laptop purchases this past year continue to be commercial grade HP or similar and are rated 4 and 5 stars. Equipment is regularly replaced and purchased to ensure safety and efficiency.	10
Prior to purchasing chemicals, did the company ensure the chemical can be biodegraded in an acceptable time frame.	Yes	ALL chemicals purchased are biodegradable.	10
All purchases related to printers shall take into consideration the items ability to be disposed of in	Yes	We recycle all toners and cartridges	10

Form: EV01 Date of issue: 12 December 2013. Rev Jan2020 Approved by: Caroline Lee Chief Executive Officer

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

a recyclable manner including disposal of toner/ cartridges.			
Staff shall dispose of all recyclable waste only in 'recycle bins', where they are available.	Yes	Company offices have recycle bins; staff and company cleaners continue to use these appropriately	10
The company 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	All staff and management activities and records are conducted and held via software except the very occasional staff form. Clients are pointed to secure 'dropbox' type systems for all document delivery. Client education records are being recorded electronically to avoid paper as possible depending on clients.	10
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
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
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, sanitisers). Staff use paper towels which are recycled. Electronic hand dryers were considered and it was determined it would increase electricity use – paper used for now.	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	Leecare continues to be a signatory to the use of only carbon neutral papers convention. Fuji Xerox or other brand Carbon Neutral Recycled paper is only used.	10

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


Purchases that involve plastic in its structure or as bags etc. shall be recyclable as possible	Most	We use re-usable shopping bags, avoid using plastic items, utilising crockery and dishwashers and eco-friendly powders.	8
Airfares – does the company support energy Carbon offset fees	Yes	Leecare selects and pays for the ‘carbon offset’ fee with all Flights	10
Minimise Travel – conduct more online meetings as possible, support staff to work from home as relevant, minimise overseas travel by employing more staff in overseas offices	Yes	Due to Covid-19, online meeting initiatives continued this past year. Flights have been reduced by 75%. Each overseas Leecare site has employed senior and support staff to minimise the need for Leecare staff to use international flight travel.	10
Leecare will sponsor an Environmentally Friendly Or Sustainability project which one of its clients or staff promotes.		Paul Kean has continued to raise staff awareness regarding climate change. The company donates to various charities regarding climate change initiatives. Leecare continues to support the Woodend Lifestyle Group’s tree planting initiative for the McGregor Farm dementia building project.	10
		Final rating / 150	148

A Rating of 100 or above is considered a satisfactory carbon neutral rating.

FOOTPRINT REDUCTION SPONSOR STRATEGIES for 2021

Leecare continues to use strategies to reduce carbon footprint, including the continued payment of carbon offsets for electricity use (as solar power is not possible with body corporate buildings) and staff flights, with software being used to minimise paper usage to the most minimal amount. Corporate Manager Paul Kean has ensured all energy usage is supported via carbon offsets.

Signed by: Paul Kean, Corporate Manager, Leecare & subsidiary companies:



Date: 1/5/2022

Confirmed by CEO, Dr Caroline Lee:



Date: 1/5/2022

LEECARE ENVIRONMENT SUPPORT – FOOTPRINT REDUCTION POLICY

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

- Energy usage and greenhouse gas (CO₂e) 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 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 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.
- If Leecare 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.

ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT – Self Regulated

- 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.
- 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.
- All payments for staff flights shall include the payment of the Carbon Offset feature applicable to the airline.
- Minimise Travel – Leecare personnel will conduct more online meetings as possible, support staff to work from home as relevant, minimise overseas travel by employing more staff in overseas offices

Carbon FOOTPRINT REDUCTION SPONSOR STRATEGIES

Each Year Parent company Leecare Solutions Pty Ltd will sponsor an Environmentally Friendly Or Sustainability project which one of its clients or staff promotes.