



ENVIRONMENTAL FOOTPRINT / PRACTICES AUDIT – Self Regulated

Date of Audit: May 2020

Period related to: Jan 2017 – May 2020

Conducted by:
Paul Kean, Corporate Manager

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

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; Home offices are supported by solar electricity for all electrical needs.	10
Backup electricity – is an electrically economical but effective backup system in place that considers the environment	Yes	All our electricity usage is offset with carbon credits hence our new Power Backup battery bank and electrical works are being undertaken to ensure safety and an environmentally friendly setup	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	Yes, purchased laptops and projectors, desktop printer and new Boards in Leake St boardroom were rated 4 and 5 stars;	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 – this is a Aust regulatory requirement	10
All purchases related to printers shall take into consideration the items ability to be disposed of in a recyclable manner including disposal of toner/ cartridges.	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

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Staff shall dispose of all recyclable waste only in 'recycle bins', where they are available.	Yes	Company offices have recycle bins, when checked weekly, staff have used 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	Accounting, internal communication and client communication is via electronic means. CD's are issued to clients instead of printed material. Some Client education records are being recorded electronically to avoid paper. Receipts and other paper records are now held electronically as able.	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.	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 or other brand Carbon Neutral Recycled paper is only used.	10
Purchases that involve plastic in its structure or as bags etc. shall be recyclable as possible	Most	We use re-usable shopping bags, most plastic items are recyclable – will continue to monitor	8



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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 issues this initiative has been acted upon more rigorously than previously planned which has been a positive for the environment. Each overseas Leecare site has employed senior and support staff to minimise the need for Leecare staff to use international flight travel	10
		Final rating / 140	136

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

FOOTPRINT REDUCTION SPONSOR STRATEGIES for 2020

Leecare Solutions Pty Ltd sponsored various strategies that reduced carbon footprint over 2017- mid 2020 including the payment of carbon offsets for all staff flights and now supporting staff to work from home to minimise travel.

Corporate Manager Paul Kean has ensured all energy usage is supported via carbon offsets.

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

_____ Date: _____

Confirmed by CEO, Dr Caroline Lee: _____

Date" _____

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Carbon FOOTPRINT REDUCTION Policy

Leecare Solutions believes it should incorporate carbon reduction strategies. Leecare Solutions 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 Solutions 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.

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