

Sustainability Policy

We will limit our negative impact and seek opportunities to have a positive impact on the environment by:

- Implementing a low-emissions travel policy;
- Working from a home office and therefore eliminating commuting travel;
- Home offices include recycling, food composting and waste reduction initiatives;
- Encouragement to purchase electricity from fully renewable sources for staff home offices;
- Using video calls and other technology where practical to reduce business travel;
- Measuring and monitoring, and offsetting our greenhouse gas emissions;
- Maintaining partnerships with organisations delivering environmental and community outcomes;
- Reducing consumption of consumables, including waste production;
- Requiring contractors to follow the McHugh & Shaw policies while working on our behalf;
- Give preference to local suppliers to reduce freight emissions;
- Setting annual targets for improvement and encouraging our clients to make improvements.

We will protect the safety and well-being of our employees (including contractors) by:

- Assessing the risks of our work, including risks to well-being;
- Engaging with workers who carry out work for us on health and safety, and well-being matters that may directly affect them;
- Having practices that give our workers reasonable opportunities to participate effectively in improving health and safety, and well-being in the business on an ongoing basis;
- Providing options for fully remote work that offers flexible hours;
- Minimising and controlling workplace hazards when they cannot be eliminated;
- Fully investigating all workplace incidents and near misses.

We will promote sustained, inclusive and sustainable economic growth by:

- Providing meaningful employment and training opportunities for our staff.

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We will work toward a fair and equitable society for all by:

- Providing equal opportunity employment;
- Seeking Living Wage Employer accreditation and extending the living wage to students or interns on work experience;
- Providing staff with paid volunteer hours to support community groups in their local community;
- Implementing a Whistleblower Policy, Diversity and Inclusion Policy;
- Making donations to charities that support the community, in particular our youth;
- Making our services accessible to organisations that serve the community;
- Implementing a procurement and supplier policy that facilitates our commitment to sustainable and ethical procurement from like-minded organisations.

We will ensure the quality of our work by:

- Only working in our areas where we are competent and hold the required qualifications;
- Implementing best practice quality systems in line with International Standards;
- Ensuring our staff partake in continual professional development;
- Implementing Conflict of Interest and Impartiality Policy and Privacy and Confidentiality Policy;
- Encouraging all staff to seek professional qualifications;
- Ensuring all assurance work is independently reviewed.

We will mitigate any potential impact we might contribute to by serving clients in controversial industries by:

- Excluding clients from the following industries:
 - Firearms, weapons, munitions
 - Pornography
 - Tobacco
 - Recreational marijuana
 - Prisons
- Minimising serving clients to a threshold of 1% of total revenue in the following industries:
 - Gambling
 - Fossil fuels – coal mining, oil sands
 - Nuclear power
- Screening all other clients against our sustainability and ethical standards and reserve the right to decline the work.
- Allowing each staff member to act in their best conscience and decline working for a client in an industry that they are not comfortable with. Should no other staff member be able or willing to take on this client, then M&S will decline taking on this organisation as a client.



Jeska McHugh

Managing Director, 22 Feb 2024