

ENVIRONMENTAL POLICY

Overview

Towne strives to conduct business in ways that produce social, environmental and economic benefits to local communities. We understand that long-term future success depends upon improving our reputation, enhancing employee morale, finding new revenue streams and cutting costs. So we pay particular attention to the demands and concerns of our various stakeholders, while respecting and working to improve the communities and environment in which we operate.

Our Management Commitment

At Towne we are committed to ensuring we act in an environmentally responsible manner and that we continue to progress in this area through our business operations and activities. We are dedicated to producing a range of initiatives that measure our ecological footprint and provide meaningful strategies for reducing or offsetting our energy consumption, water and paper use, waste disposal and air travel.

Our building draws on the environment through energy (heating, cooling, lighting, computers, equipment, etc.) resource consumption (paper, stationery, etc), water usage, travel and waste generation. We have therefore measured our operational impact to create a baseline against which we can now establish overall guiding principles for the implementation of environmental management systems and processes.

Policy Framework

In order to achieve our goals, we will commit to the following principles and practices:

- Comply with all relevant laws and regulations and, where possible, play a significant role in managing and reducing environmental risks associated with our business.
- Work closely with our employees, suppliers, clients and the community to develop and implement positive environmental initiatives.
- Continue to develop work practices and new technologies to reduce the impact and waste of resources and energy used.
- Reduce print and mail practices and introduce paperless e-solutions where possible.
- Examine any new opportunities to develop products and services that may help address or reduce adverse environmental changes.
- Ensure our environmental performance is reported on in an open and transparent way.
- Ensure our employees are aware of environmental initiatives in their day-to-day business activities and actively support awareness and training programs to encourage an environmentally sound workplace.
- Encourage and welcome open dialogue and communicate actively with relevant stakeholders, employees, contractors, suppliers, clients and the community.

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- Develop a monitoring system to assess our environmental performance and communicate our progress in achieving environmental management target through our website.

Environmental Activities

Electricity and gas usage

Our policy will ensure staff are encouraged to switch off lights and electrical equipment (particularly computers) whenever they are not required. Transition all building lights to LED fixtures. Expand utilization of motion sensors from warehouse to offices.

Paper usage

Towne is committed to moving, where we can, to an online environment through available technology and strategic partnerships. Over time this can considerably reduce paper, printed stock and post requirements, through online adoption, encouraged by environmentally compelling incentives.

Green Paper Alternatives

In addition to Towne's focus on electronic communication and self-service alternatives to paper based communications, with our strategic partner Computershare Communication Services is developing 'green' paper alternatives. Where paper is required, our clients will be able to make a positive environment step by choosing paper and envelope stocks sourced from accredited plantation forest or 100% recycled material.

Recycling and Waste Management

To minimize our environmental impact, a paper recycling system has been implemented for more than 30 years. Staff use recyclable paper for all office printing, and make use of paper recycling bins. All printer toner cartridges used in the business are recycled; the proceeds of these are used to supplement our employee rewards and recognition programs and community involvement initiatives. There are also dedicated recycling bins for recyclable items such as plastic, cans and glass.

Water Usage

Towne is dedicated to measuring and managing the environmental impact of water usage in our offices and seeks to promote efficient use of water resources.

Air Travel

Towne is committed to setting and achieving targets that promote the reduction and prevention of pollution through air travel. We believe our focus will be to reduce impacts in these specific areas achieving greater growth and consistency in our company's environmental programs.