

Office Water Reduction & Conservation Policy

Effective Date: July 2025

Next Review Date: December 2025

1.0 Policy Purpose & Commitment

At Discovery Circle, we recognise that water is a finite and precious resource. As part of our commitment to environmental sustainability and corporate responsibility, this policy establishes guidelines and procedures to minimise water consumption in our office.

Our goal is not only to reduce our environmental footprint but also to foster a culture of conservation among our employees. We believe that through collective effort, we can make a significant and positive impact.

2.0 Scope

This policy applies to all employees, contractors, and visitors at Discovery Circle office facilities. It covers all areas of water use, including restrooms, kitchens, cleaning operations, and outdoor landscaping.

3.0 Goals & Objectives

Our primary goals for water conservation are to:

- **Reduce** our overall water consumption
- **Identify and Eliminate** water waste by promptly repairing leaks and inefficiencies.
- **Invest** in water-efficient technology and fixtures for all new installations and renovations.
- **Promote** awareness and responsible water use practices among all employees.

4.0 Responsibilities

- **Facilities Management / Office Management:**
 - Implement and oversee this policy.
 - Conduct regular water audits and monitor utility bills to track progress.
 - Manage a system for promptly addressing all reported leaks.
- **All Employees:**
 - Actively participate in water conservation efforts in their daily activities.
 - Promptly report any leaks, dripping faucets, or running toilets to Facilities to the Sustainability Manager
 - Adhere to the procedures outlined in Section 5.0 of this policy.

5.0 Procedures & Best Practices

5.1 Restrooms

- **Fixtures:** All new or replacement toilets, and faucets will be high-efficiency, Faucet aerators will be installed on all existing taps, where possible, to reduce flow without sacrificing pressure.
- **Leak Detection:** Employees are encouraged to listen for running toilets and look for drips. All reported leaks will be treated as a high-priority maintenance task.
- **Signage:** Simple, friendly reminders about water conservation will be placed in restrooms.

5.2 Kitchens & Break Areas

- **Faucets:** Do not leave water running unnecessarily when washing hands or dishes. Scrape food from dishes rather than rinsing with excessive water before washing.
- **Drinking Water:** Use reusable water bottles and filtered water dispensers instead of single - use plastic bottled water.

5.3 Cleaning & Janitorial Services

- Cleaning staff and contractors will be instructed to use water-efficient methods and minimising the use of running water for cleaning tasks.

6.0 Awareness & Communication

To ensure the success of this policy, Discovery Circle will:

- Communicate the policy and its goals to all new and existing employees.
- Run an internal awareness campaign with tips and reminders via regular meetings and posters.
- Share progress and celebrate milestones with staff to maintain engagement.

7.0 Monitoring & Review

This policy will be reviewed annually by the Sustainability Manager to assess its effectiveness, incorporate new technologies, and set new goals for continuous improvement.