



The PROXIMA Way

The Proxima Way is the cornerstone of who we are and how we work.

It our commitment to being kind, curious and bold.

Proxima offers specialist sustainability and impact consulting services in a way that builds the capability and confidence of our clients. That's how we help organisations create a future that is economically inclusive, socially just and environmentally restorative.

We want to create systemic change for a thriving future

Our Strategic Ambitions

Our ambitions are simple. We measure our progress and impact against three focus areas:

- Being World Class Specialists
- Having a Great Team and Network
 - Creating Impact



Always Learning

We foster a culture of continuous improvement, where each team member takes responsibility for advancing their own personal development and supporting the development of others



Connections

We believe in building meaningful relationships that can have lasting impact; connections are an important part of our client interactions, network collaboration and business development



Culture of Care

Our team is encouraged to bring their whole self to work; we are whanau and everyone will be met with care and support



PROXIMA

Be Kind | Be Curious | Be Bold

Be Kind, Be Bold, and Be Curious are values that underpin who we are and the way we work. They are behaviours that every team member is expected to practice and consistently evaluate our actions against them. They are all of equal importance and lie at the heart of our team culture.



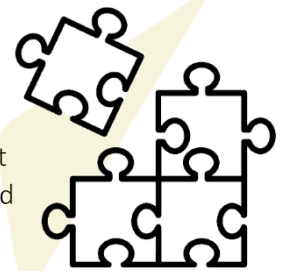
Autonomy

Team members have autonomy and support to manage their work in a way that allows them to be happy, healthy and productive, including flexible locations and time



Asking Good Questions

We are critical thinkers and always strive to ask good questions; of ourselves, each other, our clients and wider social systems



Sharing

We believe in the value of collaborative networks that build the capability of all and enable people to work together and for change



Team hauora

- We care for our team, visitors and people as members of our whanau and treat everyone with respect and kindness.
- We take shared responsibility for the holistic health, safety and wellbeing of our team. We support each team member's unique mental, social and spiritual needs.
- We have zero tolerance for bullying, harassment or discrimination. Every team member is responsible for ensuring that we have a supportive workplace where genuine reports of bullying harassment or discrimination will be dealt with respectfully and without fear of reprisal.
- We create a safe physical environment in our workplace and proactively address any hazards.
- We view health, safety and wellbeing as a journey of continuous improvement. Our Board discuss our health, safety and wellbeing performance at each meeting.

Diversity and inclusion

- We value diversity of opinion, knowledge and background and actively seek to understand other's points of view.
- We provide a culture of honest, constructive feedback and support that is always based in care and understanding.
- We offer equal development opportunities to all of our team and base recruitment, compensatory and promotional opportunities on merit, experience or job-related criteria.
- We foster a culture of transparency and openness and encourage concerns to be raised without fear of reprisal using internal concerns mechanism.
- We expect our partners and clients to support fair treatment and equal opportunity.

Productive workplace

- We compensate all team members fairly. Financial compensation includes pay for the expected performance in the respective roles as determined between employer and team member. All team are paid the living wage as a minimum and five times the living wage as a maximum. Proxima does not pay a bonus.
- We offer team members the opportunity to participate in owning Proxima. This is assessed one year after employment.
- We may offer internships to provide training opportunities. We value their contributions and do not engage interns to access a cheap workforce. Any internship will be of a limited time period with clearly agreed and defined learning outcomes.
- We respect our team member's rights to freely associate and bargain collectively.
- We work flexibly, both in hours and location. We operate on annual working hours; team members are expected to balance these hours accordingly based on workload in more and less busy periods. Overtime is discouraged. Team members may work from home if it fits with project needs. When working from home, it is each team member's responsibility to meet their own health and safety requirements and provide suitable office equipment and utilities.

Impact creation

- We are an impact led organisation. That means we challenge our clients to be ambitious and authentic; to act with purpose and have positive impact.
- We are intentional about who we choose to work with and collaborate with partners who are willing to commit to the changes needed to be a sustainable organisation.
- We strive to ask good questions of ourselves, our clients and partners, that encourage meaningful debate and helpful answers. We share knowledge and capabilities with our clients to empower them to accelerate their sustainability journeys.



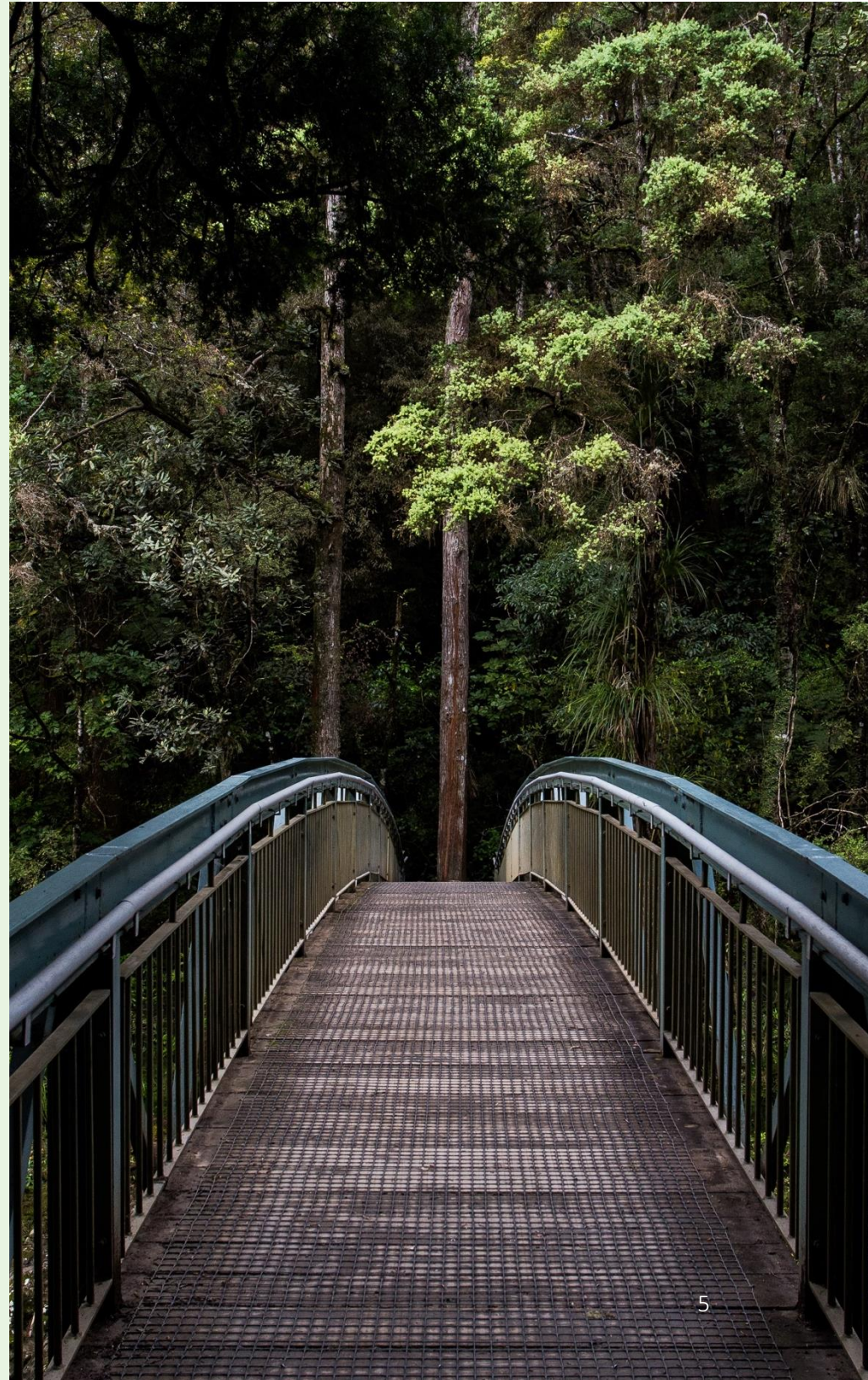


Ethical operations

- We work to build trusting relationships through our values of care, openness and persistence.
- We hold ourselves accountable to meet high standards of environmental, social and economic performance across our entire business and seek new ways of 'doing good' in business.
- We proactively address our ethical hotspots in our day-to-day business and dealings as a team. All team members are aware of potential risks and the appropriate controls detailed in our hotspots document. If any actual or perceived ethical issue arises, we discuss this with our clients and other affected parties immediately. Where there is a concern about the ethical conduct of another team member, we follow the steps of the Internal Concerns Mechanism to address it.
- We take accountability for our performance and value a culture of open and transparent feedback. If any of our internal team members have genuine concerns about another member's ethical conduct, they are encouraged to use the internal concerns process. If any of our clients, partners or members of the wider public have genuine concerns about our ethical conduct, they are encouraged to use the external concerns process.
- We pay the correct direct and indirect tax in any country or region where we are legally present. We don't explore or use any abusive schemes or low tax jurisdictions to avoid our fair share of tax to be paid and declare profits in place and form of their economic substance. We have a nominated Board Director who is in charge of our tax policy.
- We are conscious about where we spend our time and money and any lobbying that we do is in the pursuit of a society that is economically inclusive, socially just and environmentally restorative. Any potential lobbying activity is to be checked against Future-Fit's lobbying criteria and recorded in an appropriate place.

Responsible procurement

- We take responsibility for the social and environmental impacts of our purchasing decisions.
- We seek to create positive impact through our supply chain to support organisations and enterprises that generate wider social and environmental outcomes through their trade.
- We buy based on our needs. Our standard buying philosophy is that we do not buy.
- When considering a purchasing decision, we consider the whole-life value, rather than focusing on the up-front purchasing cost.
- We consider the full life-cycle impact of a product, namely whether a purchase is necessary, what products are made of, under what conditions they have been made, how far they have travelled, their packaging components, how they will be used and how they will be disposed of.
- We are conscious of the hotspots in our purchasing categories and actively seek to reduce their impacts



Appendix

APPENDIX I: Health and safety hazards register

Last Reviewed: May 2020

Hazard	Risk	Likelihood	Control Measures	Monitoring/Actions	Responsibility
<p>Workplace stressors including:</p> <ul style="list-style-type: none"> • Workload • Pressure to perform imposed by self or others • Change fatigue from varied days • Lack of control • Lack of support from colleagues • Unclear roles • Personal relationships • Overtime • Expectations 	<p>Emotional or psychological distress, including</p> <ul style="list-style-type: none"> • Burnout • Depression • Anxiety • Stress 	Likely	<ul style="list-style-type: none"> • Speaking about stress is normalised. The team fosters a culture where people feel safe to raise any concerns • A weekly 1-hour meeting and daily 15 minute check-in meetings to monitor team member workloads. 	<ul style="list-style-type: none"> • Each team member is responsible for managing expectations and workloads and is encouraged to reach out for help when needed. There is no stigma around seeking help for stress. • If you are feeling stressed, act quickly. The Mental Health Foundation has several self-help resources on Refueling Your Tank, Resolving Stress and Relaxation at the link here https://www.mentalhealth.org.nz/assets/Working-Well/FS-help.pdf. • Report stress to team members if you are not coping. Reports of stress will be met with care and compassion and appropriate steps will be taken to reduce stress, including workload redistribution. • Each team member is responsible for monitoring the stress cues of their teammates and offering appropriate help. 	All team members
<p>Working from home hazards including:</p> <ul style="list-style-type: none"> • Working in isolation • Poor ergonomics • Fire 	<ul style="list-style-type: none"> • Sprains • Strains • Poor posture • Fractures • Bruising <p>Improper resources to remedy injury</p>	Likely	<ul style="list-style-type: none"> • Individual team members are responsible for ensuring that their workplaces are safe, comfortable and ergonomically sound. 	<ul style="list-style-type: none"> • Ensure the home and free from obstacles and tripping hazards and is well lit. • Keep in regular communication with other team members and proactively discuss any problems that arise from working from home 	All team members

Hazard	Risk	Likelihood	Control Measures	Monitoring/Actions	Responsibility
<ul style="list-style-type: none"> • Tripping • Slippery floors Stressors					
Third party site hazards <ul style="list-style-type: none"> • Slippery floors • Tripping • Fire 	<ul style="list-style-type: none"> • Sprains • Strains • Poor posture • Fractures • Bruising • Improper resources to remedy injury 	Possible	<ul style="list-style-type: none"> • Listen to all health and safety instructions from third parties while onsite • Sign into third party site visitor software in case of an emergency • Relay all instructions and evacuation information if we are hosting at a third party site 	<ul style="list-style-type: none"> • Each team member is responsible for monitoring their own health and safety on third party sites and that of any trainees, clients, or other people in the vicinity 	All members
Alcohol	<ul style="list-style-type: none"> • Sprains • Trains • Fractures • Psychological or emotional injury and/or reputation • Alcohol poisoning 	Likely	<ul style="list-style-type: none"> • Responsible host obligations apply to all events that we organise. Non-alcoholic beverages will be offered alongside alcoholic beverages and food will be offered where there is alcohol being purchased • At third party organised events each team member is responsible for their own management of alcohol 	<ul style="list-style-type: none"> • Each team member is responsible for monitoring their own consumption of alcohol at self-hosted events and those hosted by others • A selection of non-alcoholic beverages must be purchased when hosting an event • All guests of events must be offered the option of non-alcoholic beverages alongside alcoholic beverages 	All members

Hazard	Risk	Likelihood	Control Measures	Monitoring/Actions	Responsibility
Fire	<ul style="list-style-type: none"> Burns Smoke inhalation 	Possible	<ul style="list-style-type: none"> Fire alarms are the responsibility of the landlord and facilities manager 	Report suspicious smells or smoke to the fire warden immediately	Fire warden: Chris?
Ergonomics	<ul style="list-style-type: none"> Poor posture Long-term over-use injuries 	Very likely	<ul style="list-style-type: none"> Ensure each new staff member has an ergonomic check when joining using this checklist. More background information here. Repeat yearly. Take hourly postural breaks during the day to move around All team members are encouraged to take adequate breaks to allow for physical exercise and movement 	<ul style="list-style-type: none"> Address postural niggles immediately 	All team members
Poor lighting	<ul style="list-style-type: none"> Eye strain and fatigue Headaches Reduction in productivity Fatigue 	Likely	<ul style="list-style-type: none"> Schedule regular breaks during the day to get natural light 	Take walks and breaks outside when eye fatigue or headaches occur	All team members
Road Safety	<ul style="list-style-type: none"> Sprains Strains Fractures Severe Injuries 	Possible	<ul style="list-style-type: none"> All e-bike riders are required to wear helmets All drivers of vehicles must have their licences 	Bike users and drivers must respect road rules and the conditions of the road	All team members

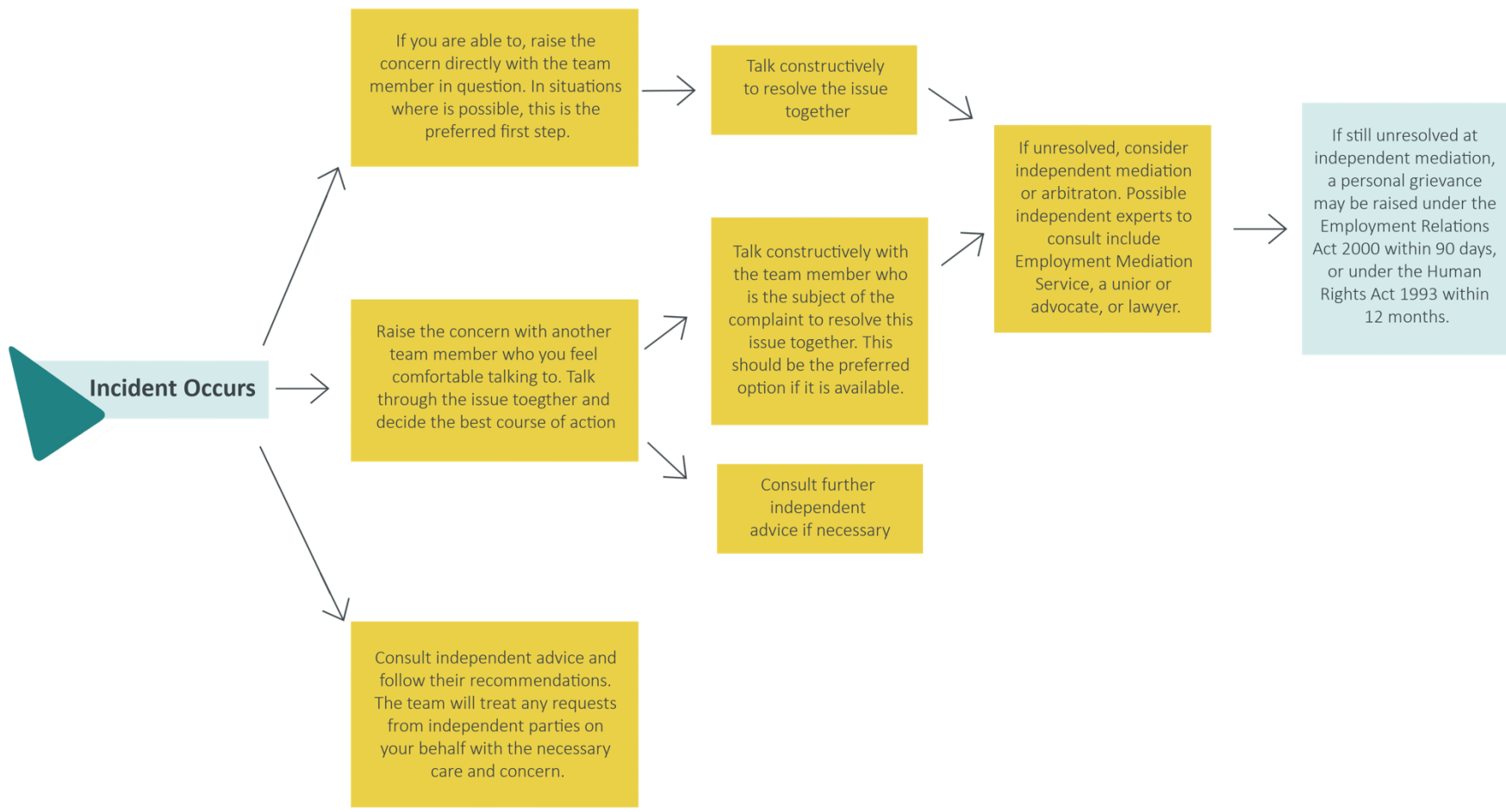
Hazard	Risk	Likelihood	Control Measures	Monitoring/Actions	Responsibility
Failure to identify initial onset, or rapid onset of a pre-existing condition	<ul style="list-style-type: none"> • Pre-existing condition effects, for example • Heart attack • Diabetes • Epileptic fit • Anaphylactic shock 	Possible	<ul style="list-style-type: none"> • All team members should share pre-existing medical conditions of significant concern within the team in the interests of safety, if they feel comfortable to do so 	<ul style="list-style-type: none"> • Each team member is responsible for monitoring their own state of health and that of those around them. • If pre-existing conditions present, take immediate action to avoid deterioration 	All members
Slippery floors and tripping	<ul style="list-style-type: none"> • Sprains • Strains • Fractures • Bruising 	Possible	<ul style="list-style-type: none"> • Spills must be cleaned up immediately and appropriately. • Alert all members of the office to spills. • Ensure all electrical wires are either tucked away from the floor or firmly secured • Return adventuring vacuum robots to home base • Keep general walkways clear 	<ul style="list-style-type: none"> • Have awareness of your own actions when using the kitchen • Observe the floors when using the office • Be aware for potential trip hazards when walking around the office and action them immediately 	All team members

APPENDIX II: Internal concerns mechanism

This Concerns Mechanism has been designed to guide any genuine internal concern from a team member about internal conduct by another team member.

We understand that every situation is individual and that everyone may have different needs. Each person with a concern should follow the pathway (illustrated on the following page) that they feel is right for them. Those using the mechanism should be aware of the following:

- Team members who voice genuine concerns will be met with care and compassion and will not face any reprisals. We strive to create a culture where concerns can be raised early and internally.
- Where concerns are severe, the process should be documented for internal reference, including any actions taken and feedback given.
- At any point in the process, a team member is entitled to have a support person of their choosing with them.
- All concerns must be dealt with in a timely manner, and the team member using the concerns mechanism must be kept informed throughout the process.
- We foster an environment of trust, openness and honesty and hope that any concern can be dealt with as a team. However, if a situation arises where a team member feels that your claim must be kept confidential, this will be respected. A request for confidentiality must be made by the person bringing the concern.
- After a concern has been worked through the mechanism, those involved will be asked for feedback in how to improve it.
- The mechanism will be reviewed annually, and all team members will be asked to submit on its performance. All team members are responsible for the functioning of the mechanism.
- All team members must be consulted on any changes to the concern's mechanism.



APPENDIX III: External concerns mechanism

This Concerns Mechanism has been designed to guide a situation where a genuine concern has been raised by a client, training participant or other partner.

We understand that every situation is unique, and our concerns mechanism is designed at a high level to set out internal processes for responding to several different potential client concerns. An illustrated pathway can be found on the next page.

Those using the mechanism should be aware of the following:

- Clients who voice genuine concerns will be met with care and compassion.
- A client concern may be made using any one of our standard communication channels: verbally or by email.
- As part of our initial response to the client's concern, we outline the intended process to be taken to examine the concern.
- Where a concern is made to an individual team member, that team member is to notify and consult other members of the team to agree collectively on a best way forward.
- Where a significant concern is made, appropriate independent advice may be sought.
- Where a significant concern is made, it may not be appropriate for the team member who is the subject of the concern to be a part of the internal investigation process.
- The process of assessing significant concerns should be documented for internal reference.
- All concerns must be dealt with in a timely manner, and the client using the concerns mechanism should be kept informed of relevant timelines.
- If a concern is found to be invalid, reasoning will be given to the client.
- If a concern is found to be valid, we take appropriate steps to remedy it and will notify any other relevant affected users (e.g. other trainees on the same course). If it affects all of our clients, it will be acknowledged publicly in an appropriate place (e.g. our website, Sustainability Report), and detail the corrective steps taken to improve it.
- After a concern has been worked through the mechanism, those involved will be asked for feedback in how to improve it.
- All team members are responsible for the implementation of the mechanism.

Incident Occurs
Client, trainee or business partner tables a concern with a team member



Team member acknowledges the concern and discusses with the team the appropriate action



We work with the client to attempt to reach a resolution



If the issue is significant, consult independent expertise and follow their recommendations



If unresolved, consider independent mediation or arvitraton

Appendix IV: Ethical hotspots

Date of Last Review: 12 May 2020

Risk	Controls	Positions at risk
<p>Conflict of Interest <i>Personal, social, financial or political activities that may interfere with judgment in work-related decisions</i></p>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any conflict of interest with a director at the earliest opportunity. • The nature of the conflict will be considered by the team and weighed on its own merit. A team member will be removed from projects, decisions or processes that could have personal interest, including business decisions and recruitment decisions. • Examples of possible conflicts of interest include: <ul style="list-style-type: none"> ○ The hiring, supervising, managing, promoting of close family members ○ Influencing the terms of engagement with a client to benefit a close family member, friend or associate ○ Independently or externally working for or consulting with anyone that we have a client relationship with as Proxima ○ Using business resources for personal gain or activity ○ Providing confidential information about clients to a close family member, friend or associate 	<p>All</p>
<p>Breach of privacy <i>Sharing confidential information with the wrong party, whether accidental or intentional</i></p>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any potential breach of privacy with a director at the earliest opportunity. • All team members are aware and responsible for managing confidential information acquired during the course of a client relationship. • Permission to access confidential documents should be restricted to team members who have a clear need to access that information. • Hardcopy confidential items should be disposed of securely. • Conversations about client business should be managed carefully in public spaces, and no confidential information should be disclosed. If working on client emails or documents in public spaces, be aware and alert to whether this is visible to any members of the public. • Check email recipients are correct. If an email is accidentally sent to the wrong recipient, follow up with an email straight away asking them to kindly delete the email. 	<p>All</p>

Risk	Controls	Positions at risk
<p>Information Security <i>Information Security: Safeguarding private information (protecting passwords, cyber security, lost laptops etc)</i></p>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any potential information security breach with a director at the earliest opportunity. • All team members are responsible for their own information security and cyber safety practices. • Passwords should be protected and not written down. • Laptops, phones and other devices should not be left unattended when out of the office, and should be kept locked when in the office. • Report lost or stolen laptops with a director as soon as possible. • Classified information should be stored correctly and disposed of securely when it is finished with. • Open unsolicited emails with caution and open third-party attachments with care. • Only use authorized software and hardware. 	All
<p>Bribery and Improper Gifts <i>Giving or receiving of gifts that may be seen to create conflicts of interest or raise questions about our judgment</i></p>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any instances of bribery or improper gifts at the earliest opportunity. • Reasonable gifts or entertainment that are acceptable within New Zealand culture and/or normal business conduct are supported. Gifts should be ethical and low in value. • Never ask for gifts or entertainment from clients. • Never accept cash or cash equivalents from clients. • Avoid giving or receiving gifts during a tender or proposal process that could reasonably be construed as giving or receiving preferential treatment or causing unfair advantage. • If working with international clients, be aware of their context for giving or receiving gifts. • Facilitation payments or other improper payments are unacceptable. • Never offer or authorize payment to a third party to secure improper advantage or obtain or retain business. 	All
<p>Insider Trading <i>Trading using information acquired from a business</i></p>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any potential instances of insider trading at the earliest opportunity. • Protect all internal and client information from accidental disclosure. • Never leak, or tip off, insider information to third parties. This includes friends and family members. 	All

Risk	Controls	Positions at risk
<i>relationship that is not publicly available</i>		
Fair Competition <i>Free competition and fair and honest business practices</i>	<ul style="list-style-type: none"> • All team members are proactive, open and transparent about disclosing any potential instances of unfair competition at the earliest opportunity. • Conduct all business dealings with fairness, openness and transparency. • Do not make false or misleading statements about competitors. • Sensitive commercial information is not exchanged with competitors. • Never discuss cost, pricing or competitive bids with competitors. • Never encourage former customers, suppliers or employees of competitors to disclose confidential information from their previous employers. 	All

APPENDIX V: Lobbying assessment

- Any activity that involves lobbying or advocacy of any kind, whether that be time or money, shall be only undertaken if it has approval from the entire team.
- The team member/s presenting the lobbying opportunity shall present research to the team to allow everyone to understand the true objectives and potential impact of the activity.
- The opportunity is to be judged against its impact on society's progress to future-fitness using the following frame: does the activity contribute to or detract from a society that is:
 - Economically inclusive
 - Socially just
 - Environmentally restorative
- If the activity detracts from one or all three criteria, then the lobbying activity should not be undertaken. If a lobbying activity is at odds with any of the criteria, the team may decide that the potential value of the activity is so great that it outweighs any potential harm.
- Any lobbying activity should be recorded with the following in mind:
 - Recipient name(s)
 - Amount of contribution
 - Date of contribution
 - Summary of any concerns raised with the lobbying recipients about the activities that are not in line with the future-fit criteria.

APPENDIX VI: Procurement hotspot guide

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
Flights	Energy	Most commercial aircraft burn aviation fuel which is kerosene-based (fossil fuel)	Medium	Medium	<i>Commitment to reduce</i> The carbon cost of flights is to be carefully considered against the value of appearing in person. Carbon emissions from all flights are to be offset.
	Water	Flights consume a significant amount of water (4L per second). If refilling at an international port that is water stressed, this places pressure on resources	Medium		
	Natural Resources	Fossil fuel extraction causes degradation of the natural environment, Oil and gas drilling and racking have harmful effects on the natural environment.	Medium		
	Pollution (GHGs)	GHG emissions associated with flying are very high and account for 3% of the global emissions profile.	Medium		
	Pollution (non GHGs)	Flights emit NOx and particulates which have negative health implications for people and the environment.	Medium		
	Waste	Quarantined waste from flights is typically sent straight to landfill rather than recycled	Medium		
	Presence	Flights and airports produce noise pollution that disturbs local communities living in the area.			
Laptops	Energy	Component manufacturing of laptops takes significant energy that is typically low cost and non-renewable	Medium	Low	<i>Commitment to reduce</i> Buy second hand refurbished models and extend time of use as far as feasible. (Don't upgrade if current model
	Water	Component manufacturing of laptops consumes significant amounts of water (e.g. Aluminum smelting), and generally occurs in countries that have high water stress	Medium		
	Natural Resources	The production of laptops relies on minerals and metals (cobalt, lithium etc) that have intensive and harmful extraction methods and are often sourced from conflict heavy areas.	Medium		
	Pollution (GHGs)	The manufacture of laptops is an energy intensive process, often produced using non-renewable energy and producing fluorinated GHGs.	Medium		

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
	Pollution (Non GHGs)	Manufacturing of laptop components produce toxic chemical waste	Medium		is still working ok)
	Waste	End of life handling of laptops is a global issue. Poor processing results in electrical components ending up in landfill where they can leach harmful chemicals into the ground	Medium		
	People	Workers in laptop factories are commonly exposed to toxic chemicals, are underpaid and overworked and deprived of basic human rights. Components are often mined from conflict heavy areas by workers who lack basic human rights	Medium		
	Drivers	Tax avoidance is endemic among big tech companies.	Medium		
Paper	Water	Paper and pulp mills use significant amounts of water to produce a single sheet of paper (2-13L per sheet). Wastewater discharge contains pollutants, alcohol, chlorates and nutrients that cause eutrophication of the bodies they are released into,	Medium	Low	<i>No excuse</i> Buy FSC certified paper
	Pollution (non GHGs)	Pulp and paper mills release toxic air pollution including methanol, PBTs, particulate matter (20% of the US' total air pollution profile is paper related). Other pollutants are also released are chlorine, sulfur dioxide	Medium		
	Natural Resources	Commercial paper production contributes to the deforestation of large scathes of land that can disrupt ecosystems and soil health.	Medium		
	Presence	Deforestation for paper production can decimate habitats of endangered species in forest-rich areas (Indonesia) and encroach on land owned by indigenous peoples.	Medium		
Mobile Phones	Energy	Component manufacturing of mobile phones requires significant energy that is typically low cost and non-renewable	Medium	Low	<i>Commitment to reduce</i>

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
	Water	Component manufacturing of mobile phones requires significant amounts of water.	Medium		Buy second hand Buy modular (can be broken down)
	Natural Resources	Raw materials (cobalt and lithium) for mobile phones are extracted using resource intensive and harmful extraction methods that are often sourced from conflict heavy areas	Medium		
	Pollution (GHGs)	The production of a phone is an energy intensive process that generally relies on non-renewable energy	Medium		
	Pollution (non GHGs)	Manufacturing of mobile phone components produce toxic chemical waste	Medium		
	Waste	Planned obsolescence is a systemic flaw of the cellphone industry. Short lifespans lead to large electronic waste that takes a long time to break down.	Medium		
	People	Workers in smartphone factories are commonly exposed to toxic chemicals, are underpaid and overworked and deprived of basic human rights.	Medium		
	Drivers	Tax avoidance is endemic among big tech companies	Medium		
Coffees Out	Energy	High energy requirements for freighting coffee beans around the world	Medium	Low	<i>No excuse</i>
	Water	Coffee is a resource intensive crop. To produce a standard cup of coffee (125mL), 140L of water is used in the process	Medium		Cafes that use certified fair-trade coffee should be supported. A list of potential cafes can be found here .
	Natural Resources	Coffee plantations increasingly rely on unsustainable farming methods and chemical fertilisers. Farmers have moved away from traditional canopy methods that doubled as habitat for indigenous animals, to sun cultivation where coffee is a monocrop and eliminates diversity of animals and plants and contributes to deforestation.	Medium		
	People	The majority of coffee beans are harvested from developing countries where strong competition leads to undercutting among local growers on already slim	Medium		

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
		margins. Growers are not always treated well and sometimes work in poor conditions.			
Restaurant Meals and Catering	Energy	Modern agriculture requires energy inputs in all production stages to optimise yields (fertilizer production and factory farming)	Medium	Low	<i>No excuse</i>
	Water	The agricultural and horticultural industries are intensive users of water. Though water is not stressed in New Zealand, discharge back into natural reservoirs causes damage to local ecosystems and over irrigation can cause issues for soil health	Medium		Support restaurants that provides seasonal and responsibly farmed food and support the wellbeing of their staff. Free-range, organic and plant-based options are to be favoured. A list of potential restaurants can be found here .
	Natural Resources	Poorly managed agricultural practices may contribute to a loss of biodiversity, poor animal welfare, diversion of horticultural crops to feed livestock, antibiotic and pesticide use and degradation of the environment from run off.	Medium		
	Pollution (GHGs)	Agricultural emissions account for 14.5% of the world's total emissions footprint. Methane emissions from livestock account for NZ's main emissions source. Refrigerant emissions used in the supply chain to transport or store food have a high Greenhouse Warming Potential.	Medium		
	Pollution (Non GHGs)	Pesticide use and run off in agricultural practices contributes to waterway degradation.	Medium		
	Waste	Food waste is a significant issue in NZ, equating \$1.7b per year. Plasticulture used by the horticulture industry results in significant amounts of plastic waste.	Medium		
	Presence	Farming, or fishing, may impeded or disrupt pristine ecosystems or community rights (e.g. fishing in sacred areas or farming on disputed land).	Medium		
	People	New Zealand hospitality workers are at risk of low wages and long hours and there is a 'wage theft' culture in restaurants in New Zealand.	Medium		

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
Rideshares / Rental Cars	Energy	Most cars run on petrol or diesel which are non-renewable energy sources	Medium	Medium	<i>Commitment to reduce</i> Take the e-bike, scooter or walk if possible. Use Zilch for all rental car requirements in Auckland. For ridesharing, use Zoomy in AKL, WGN and CHC. Ola the best second option, Uber if nothing else available.
	Natural Resources	Fossil fuel extraction causes degradation of the natural environment, Oil and gas drilling and racking have harmful effects on the natural environment.	Medium		
	Pollution (GHGs)	Transport GHG emissions account for 20% of NZ's total emissions profile.	Medium		
	Pollution (non GHGs)	Cars emit NOx and particulates which have negative health implications for people and the environment.	Medium		
	People	The rideshare industry has come under scrutiny for poor working conditions for drivers and taking significant cuts of their commission.	Medium		
	Drivers	Certain rideshare providers have come under scrutiny for tax avoidance practices.	Medium		
Accommodation	People	New Zealand hospitality workers are at risk of low wages and long hours.	Medium	Low	<i>Commitment to reduce</i> Support accommodation providers with positive environmental and social values. Screen choices against following criteria:
	Energy	Large accommodation providers may rely on amounts of non-renewable energy.	Medium		
	Waste	Large accommodation providers may produce contribute amounts of food waste.	Medium		
	Pollution (non GHGs)	Some accommodation providers may use toxic chemicals in their operations which can pollute the environment.	Medium		

Commodity	Issue Area	Hotspot Issue	Intensity of Hotspot	Hotspot Priority	Action
					operational footprint (energy use, water consumption, waste, workers' rights)
Professional Services	People	The professional services industry can have a reputation for overtime and poor staff working conditions that contribute to poor mental health.	Medium	Low	<i>No excuse</i>
	Drivers	Some consulting firms have come under scrutiny for providing tax avoidance advice.	Medium		Use professional service firms that are transparent about staff wellbeing.
Videoconferencing Apps	People	Employee working conditions in the technology industry have been an area of concern for some time, particularly regarding overtime hours.	Medium	Low	<i>No excuse</i>