ENVIRONMENTAL POLICY

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1. SCOPE

EasTec UK Ltd is committed to reducing its environmental impact and continually improving environmental performance as an integral and fundamental part of its business strategy and operations.

EasTec UK Ltd believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. By implementing this policy EasTec UK Ltd are committed to ensuring that we constantly review all our practices against our environmental performance to ensure continual improvement within this field. We recognise that this will only be achieved through regular monitoring or our environmental performance against objectives.

As part of our commitment to maintaining the highest levels of environmental management, it is our intention that we will work towards ISO 14001 environmental management systems principles. We will consider the environment surroundings in which EasTec UK Ltd operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

2. RESPONSIBILITIES

EasTec UK Ltd endeavours to manage daily activities to minimise wherever practicable their effort on the environment. It is our priority to encourage our customers, suppliers and all business associates to do the same. Our environmental policy commits the organisation at all levels to ensure we meet our environmental objectives.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as reasonably practicable, are carried out without risk to themselves, others or the environment.

3. ENVIRONMENTAL OBJECTIVES

- Support and comply with or exceed the requirements of current environmental legislation and codes of practice
- Promote environmental awareness amongst our suppliers, contractors and partners
- Minimise our waste, energy and water usage and reuse or recycle as much as possible

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- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community
- Consider the effects that our operations may have on the local community and take action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts.

4. ENVIRONMENTAL COMMITMENTS

- We will minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable
- Where ever possible we will provide remote support to our clients to minimise the effect to the environment of travel to site
- We always look to group business trips with other members of staff to make sure that cars are not making separate trips to the same location and encourage the use of alternative means of transport and car sharing as appropriate
- We operate a policy of working from home for our staff to eliminate the effects to the environment of travelling into the office and adding to congestion levels
- Where ever possible we conduct all our business communication via email and do not print out documents unless necessary. We make use of online facilities and key information is available on-line for downloading
- We will recycle old equipment or seek to donate usable equipment to third world projects to ensure that equipment is put to good use
- We seek to ensure that products and/or services supplied or provided by third parties can be used, handled, stored and disposed of in a manner which safeguards the environment and the health and safety of all
- We undertake environmental audits measuring the results against established targets
- We will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive and control measures are implemented.

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- We will assess the environmental impact of any new processes or products we intend to introduce in advance
- We will ensure that any persons working for and on behalf of EasTec UK Ltd will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy
- We will undertake a regular review of this policy in the light of any new knowledge, changing legislation or public concerns.

5. RESOURCE UTILISATION

EasTec UK Ltd where possible adheres to the following good practice environmental examples:

Paper Saving
- Use both sides of paper
- Use suitable font size / shrinkage mode to minimise pages, if possible
- Use electronic media for circulation / communication, to minimize using paper
- Without unnecessary cover page. (e.g. fax)

Materials Re-use and Conservation
- Choose proper sized for packing goods
- Choose waste papers as fillers for packing and/or reduce using fillers, if possible.
- Handle and store materials carefully to reduce breakage and wastage
- Reuse boxes /fillers /other materials for packaging /storage /delivery

Water Conservation
- Report leaking faucet or pipe to the relevant authority
- Turn off the tap when not in use

Electricity Conservation
- Set energy saving mode where possible; for computers, the idle automatically mode is 20 minutes or less
- Set room temperature range from 20° C to 25.5° C. The ideal optimal temperature is 25.5° C

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- Switch off unnecessary lighting; and /or
- Switch off power supply when they are not in use; and /or
- Switch off all power supply in the area while leaving

Stationery Conservation
- Use environmental friendly stationery
- Reuse cord binder, envelopes and other materials until worn out
- Reuse stationery as far as possible

Green Pantry
- Use reusable cutleries, cups and glasses
- Use environmental friendly cleaning products (e.g. biodegradable or phosphate free detergent, refillable soap, etc.)

General Refuse
- Establish waste segregation with separately allocated containers (e.g. paper, toner cartridge) to facilitate recycling of general solid wastes

Toner Cartridge Recovery
- Collect spent toner cartridges and pick up by the appropriate contractor for recycling

Waste Paper Recycling
- Do not place contaminated items (e.g. food contaminated papers) and non-recyclable paper (e.g. carbon paper, plastic laminated paper) in the designated containers

Waste Computers and Accessories
- Collect and reuse waste computer accessories in other computers or systems wherever practicable

Batteries Collection
- Encourage the use of rechargeable batteries

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- Collect spent batteries for recycling / proper disposal

Indoor Air Quality
- Place large-leafed green plants in appropriate office areas where possible
- Encourage staff to keep small green plants

Collection and Records
- Dispose of refuse in appropriate containers for regular collection by collectors to prevent odour
- Maintain records of waste disposed and recycled for different types of wastes
- Arrange pest control, ventilation system and carpet cleaning on a regular basis