

ENVIRONMENTAL POLICY

Simplex Services Pvt. Ltd.

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1. Statement

We, Simplex Services, as an organisation, acknowledge and understand the burden put on the environmental ecosystem by human activities. Simplex is committed to reducing this human burden while contributing to the betterment of the environment. Our efforts in the direction include developing eco-friendly work environment, reduction of carbon footprint across operations, and reducing energy consumption at all the levels possible.

Our environmental policy commitment includes the following:

- ✓ Working towards a goal of minimal energy consumption at all levels of operations, including keeping electronics/electrical devices strictly switched off when not in use.
- ✓ Promoting working from home to reduce fuel consumption required for employee transportation to office and reducing the stress on environment.
- ✓ Encouraging offline meetings when the teams are operating from the office to reduce the consumption of energy.
- ✓ Ensuring an eco-friendly work environment for employees that includes green space, open-air space where employees can gather for fresh air during coffee breaks, as well as decorating office space with green plants.
- ✓ Reducing carbon footprint by reducing food wastage within the workspace, operating at most optimal energy consumption and promoting reduced use of electrical devices wherever possible.
- ✓ Promoting awareness about our environmental responsibilities, duties, and missions via internal environmental awareness campaign making sure that our employees are well-versed in our environmental policies.
- ✓ Evangelising environmental values such as sustainability, carbon footprint reduction and an eco-friendly environment among all our stakeholders like associates, partners, and customers.
- ✓ Encouraging people to use paper only when absolutely necessary to reduce the amount of paper used in the organisation.

2. Responsibilities

When personnel at all levels understand their duties, environmental standards can be developed and maintained more efficiently. These obligations are outlined in this section for reference.

2.1 Directors

- a) Provide adequate funding for the formulation, implementation, monitoring, updating and adaption of our environmental policy.
- b) Consider environmental impact while making important decisions.
- c) Ensure that environmental policy is up to date and is followed at all the levels in the firm.
- d) Initiate and promote ideas for environmental betterment and carbon footprint reduction.
- e) Setting goals for lowering the carbon impact by the company.
- f) Make sure that the organisation is performing well on the environmental conservation and sustainability front.
- g) Arrange and chair meetings on environmental issues.
- h) Act as the first point of contact for any environmental matters.
- i) When required, review and approve any policy adjustments.
- j) Make sure that all stakeholders like employees, partners, staff, etc. are properly informed and instructed regarding environmental policies.
- k) Encouraging a positive environment towards sustainability efforts.

2.2 Management

- a) Complying with the company's environmental policy and ensuring it is implemented at the ground level.
- b) When making critical decisions or in day-to-day work, consider environmental implications and consequences.
- c) Produce innovative ideas and contribute to environmental policy updates.
- d) Promote and spread awareness about environmental efforts among colleagues.
- e) Make sure that none of the electronics/electrical devices are active when not in use.

2.3 Employees

- a) Complying with the company's environmental policy.
- b) Make sure that none of the electronics/electrical devices are active when not in use.
- c) Ensure trees and plants in and around the workspaces are healthy and watered properly.
- d) Consider environmental impact while daily activities and work towards optimal energy and fuel consumption.

3. Arrangements

Simplex will make the following arrangements to meet the commitments enshrined in the policy statement.

3.1 Materials

Directors will make the following material arrangements to establish an effective environmental culture:

- a) Arranging promotional material for environmental initiatives and policy implementation.
- b) Sourcing eco-friendly equipments like 5-star energy rated devices with optimal energy/fuel use.
- c) Reusing materials wherever possible in daily operations.
- d) Preferring and procuring eco-friendly substitutes wherever possible.

3.2 Travel

Travel is the company's primary source of carbon emissions. To lower the carbon impact, the following controls will be adopted:

- a) Deciding a travel plan for all employees with a minimal carbon footprint.
- b) Promoting virtual collaboration and work-from-home model to reduce travel time and hence the carbon footprint.

3.3 Promotion

Promotion is an important aspect when it comes to practical implementation of the environmental policy:

- a) Promotion of environment-friendly culture and behaviour among all the stakeholders.
- b) Promotional activities like events, meetings and discussions based on environmental sustainability and carbon footprint reduction.

3.4 Strategy

Following points will be added to the company's agenda as part of environmental policy implementation:

- a) Adding environmental policy discussion to monthly meeting agenda. Ensuring that policy is implemented at all levels of operation by all stakeholders.
- b) Bi-yearly activity to gather and review information regarding the environmental performance of the organisation.
- c) Monitoring energy and fuel consumption by the organisation for daily operations and ensuring they are minimized.

3.5 Training & Information Sharing

Ensuring that all internal stakeholders are well informed about company's environmental agenda, following steps will be taken:

- a) Including environmental policy in mandatory training for new employees.
- b) Ensuring all employees and stakeholders are informed about the environmental policy and responsibilities.
- c) Monthly emails to all the stakeholders about organisation's environmental performance, awareness, and motivation.
- d) Regular email communication about new initiatives and status of collective environmental goals to all the stakeholders.