



ENVIRONMENT POLICY

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Statement

We, Simplex Services, as an organisation, acknowledge & understand the burden put on the environmental ecosystem by the activities of mankind. Simplex is committed to reducing the burden & contributing to environmental betterment. Our attempts in doing so include our efforts in the eco-friendly work environment, carbon footprint reduction at all levels of operation & 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. In attempts of doing so we practice, keeping electronics/electrical devices strictly switched off when not in use.
- Promoting working from home as that will reduce fuel consumption required for employee transportation to office & hence the stress that causes on environment.
- When the team is operating from the office, having possible meetings offline, to reduce the consumption of energy.
- Ensuring an eco-friendly work environment for employees that includes green space, open-air space in the office where employees can gather for fresh air for tea breaks, decorating office space & surrounding area with green plants.
- Our attempts to reduce carbon footprint includes, reducing food wastage within the workspace, operating at most optimal energy consumption &, promoting reduced use of electrical devices wherever possible.
- To promote awareness about our environmental responsibilities, duties, and missions, Simplex runs internal activities such as an environmental awareness campaign. We've made sure that our employees and managers are well-versed in our environmental policies.
- Simplex promotes environmental values such as sustainability, carbon footprint reduction & an eco-friendly environment among all our stakeholders like employees, clients & partners.
- Simplex encourages people to only use paper when absolutely necessary, reducing the amount of paper used, which is mostly made from trees.

Responsibilities

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

Directors

- a) Provide adequate funding for the formulation, implementation, monitoring, updating, and adaption of our environmental policy.
- b) Consider environmental aspects & impacts while making important decisions.
- c) Ensure that environmental policy is up to date & is followed at all the levels in the firm.
- d) Initiate & promote ideas for environmental betterment & 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 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 sign any policy adjustments.
- j) Make sure that all stakeholders like employees, partners, staff, etc. are properly informed & instructed regarding environmental issues.
- k) Encouraging a positive environment towards the environmental sustainability efforts.

Management

- a) Complying with the company's environmental policy.
- b) When making critical decisions or in daily work, consider environmental implications and consequences.
- c) Come up with new ideas & contribute to environmental policy updates. Promote these ideas & communicate them to management.
- d) Ensure that the environmental policy is implemented at the ground level. Promote & spread awareness about it among colleagues.

- e) Make sure that none of the electronics/electrical devices are active without use.

Employees

- a) Complying with the company's environmental policy.
- b) Make sure that none of the electronics/electrical devices are active without use.
- c) Ensure trees & plants in & around the workspaces are healthy & watered properly.
- d) Consider environmental impacts while daily activities & work towards optimal energy, fuel consumption during daily activities.

Arrangements

Simplex will make the following arrangements to meet the policy statement's commitments.

Materials

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

- a) Arranging Promotional material for environmental initiatives & policy implementation.
- b) Sourcing Eco-friendly equipment's like 5-star devices with optimal energy/fuel use.
- c) Reusing materials wherever possible in daily operations.
- d) Preferring & procuring eco-friendly substitutes wherever possible.

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 & Work From Home to reduce travel time & hence the carbon footprint.

Promotion

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

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

Strategy

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

- 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 & review information regarding the environmental performance of the organisation.
- c) Monitoring energy & fuel consumption by the organisation for daily operations & ensuring them to be minimal.

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 & stakeholders are informed about the environmental policy & responsibilities.
- c) Monthly emails to all the stakeholders about organisations' environmental performance, awareness & motivation.
- d) Frequently emails about new initiatives & status of collective environmental goals to all the stakeholders.