

GREEN OFFICE POLICY

AJE delivers a comprehensive service from project inception through design, manufacturing and construction to operation and maintenance. The scope of this policy covers all Pakistan operations.

At AJE we take our environmental responsibilities seriously and strive to minimise the impact of our activities. Staff in all our offices have a part to play in reducing our impact on the environment.

The primary ways in which we can manage the impacts of our offices is through improvements in energy, water and waste management.

To help achieve improvements in these areas we have set the following targets for our offices (site and static premises):

All directly purchased electricity, gas and water supplies to be metered and monthly consumption data used to monitor performance.

All offices to reduce energy consumption and CO₂ emissions in line with annual Divisional targets where appropriate.

All directly purchased electricity supplies to be from renewable energy sources, where possible.

Water efficiency measures to be introduced into all offices where practicable.

The AJE are to divert waste from landfill in accordance with Divisional targets.

Signed:

.....Dated: 8th January 2018

Ali Hassan
Chief Executive Officer

To help achieve these targets; Offices Managers/Location Directors and Senior Site Representatives will:

1. Provide the means for employees to recycle their office waste and ensuring all employees are aware of these facilities and what items can be recycled.
2. Implement centralised recycling facilities to improve recycling rates within site offices.
3. Display monthly energy & water consumption figures on notice boards, set targets and monitor against them.
4. If possible, switch all lights and office equipment off at night and weekends and consider the use of timers.
5. Identifying green transport measures for employees (e.g. cycle to work scheme).
6. Where feasible, provide shower and covered cycle facilities in all office premises.
7. Pre-set office equipment defaults to reduce consumption where possible (e.g. printer settings to double sided).
8. Encourage the use of multi-function copiers rather than printing to HP printers.
9. Procure 'green' stationary via our office suppliers, e.g. certified paper and recycled stationery products.
10. Follow centralised procurement processes for energy and water supplies.

This policy will be reviewed annually and be adapted if changes to the company occur.