

1. **Purpose** The purpose of this Environmental Management System (EMS) policy is to establish and maintain a framework for managing Aktrapid's environmental responsibilities. This policy aims to minimize the environmental impact of our operations, comply with relevant environmental regulations, and foster a culture of sustainability within our organization.
2. **Scope** This policy applies to all operations, facilities, and activities of Aktrapid, including our offices, recruitment processes, and the management of environmental aspects associated with our services.
3. **Objectives**
 - To reduce the environmental impact of our operations through effective management and continual improvement.
 - To comply with all applicable environmental laws, regulations, and standards.
 - To promote sustainable practices in our operations, including waste reduction, resource conservation, and energy efficiency.
 - To engage and educate employees and clients on environmental responsibility.
4. **Responsibilities**
 - **Management:** Provide leadership and support for the EMS, allocate necessary resources, ensure compliance with environmental regulations, and review EMS performance.
 - **Environmental Coordinator:** Oversee the implementation and maintenance of the EMS, manage environmental performance data, and coordinate environmental training and awareness programs.
 - **Department Managers:** Ensure that environmental practices are integrated into departmental operations and that employees adhere to EMS procedures.
 - **All Employees:** Follow EMS procedures, participate in training, and contribute to achieving environmental goals.
5. **Environmental Aspects and Impacts**
 - **Identification:** Identify and assess the environmental aspects and impacts associated with our operations, including energy use, waste generation, and resource consumption.
 - **Evaluation:** Evaluate the significance of these aspects and impacts and prioritize actions to mitigate those with the most substantial environmental impact.
6. **Compliance and Legal Requirements**
 - **Regulatory Compliance:** Stay informed about and comply with all relevant environmental laws, regulations, and standards applicable to our operations.
 - **Permits and Licenses:** Obtain and maintain any required environmental permits and licenses.

7. Objectives, Targets, and Programs

- Objectives and Targets: Establish measurable environmental objectives and targets related to key areas including printing, electricity, and fuel use.
- Programs and Actions: Develop and implement programs and action plans to achieve these objectives and targets.

7.1 Printing Reduction

- Digital Practices: Promote the use of digital documents and communications over printed materials. Implement electronic filing systems and digital signatures.
- Efficient Printing: Set default printer settings to double-sided printing. Utilize print management software to monitor and manage printing activities.
- Training: Educate employees on the environmental impact of printing and encourage them to minimize paper use.

7.2 Electricity Reduction

- Energy-Efficient Lighting: Replace incandescent bulbs with LED or CFL bulbs. Install motion sensors and timers for lighting control.
- Appliance Efficiency: Use ENERGY STAR-rated appliances and equipment. Implement power-saving features on computers and other devices.
- Building Efficiency: Improve building insulation, conduct energy audits, and optimize HVAC system performance to reduce energy consumption.

7.3 Fuel Reduction

- Fleet Management: Optimize fleet management practices including regular maintenance, efficient routing, and using fuel-efficient or hybrid vehicles.
- Transportation Alternatives: Encourage carpooling, public transportation, and telecommuting to reduce fuel consumption.
- Alternative Fuels: Explore the use of alternative fuels such as biodiesel or compressed natural gas.

7.4 Use of Renewable Energy

- Renewable Energy Sources: Invest in or procure renewable energy sources such as solar, wind, or geothermal to power our operations. Evaluate options for purchasing green energy or installing renewable energy systems.
- Energy Efficiency Integration: Integrate renewable energy solutions with energy efficiency measures to maximize environmental benefits and reduce overall energy consumption.
- Renewable Energy Targets: Set clear targets for increasing the proportion of renewable energy in our total energy mix and track progress towards these targets.

8. Operational Control

- **Procedures:** Develop and implement procedures to control operations with significant environmental impacts, including waste management, resource conservation, and energy use.
- **Supplier and Contractor Management:** Ensure that suppliers and contractors comply with our environmental standards and requirements.

9. Training and Awareness

- **Employee Training:** Provide regular environmental training to employees to ensure they understand their roles and responsibilities in supporting the EMS.
- **Awareness Programs:** Promote environmental awareness and encourage sustainable practices among employees and clients.

10. Monitoring and Measurement

- **Performance Monitoring:** Monitor and measure environmental performance related to printing, electricity, fuel use, and renewable energy to ensure compliance and track progress toward objectives and targets.
- **Data Management:** Maintain accurate records of environmental performance, incidents, and compliance.

11. Non-Conformance and Corrective Actions

- **Incident Reporting:** Establish procedures for reporting and investigating environmental incidents and non-conformances.
- **Corrective Actions:** Implement corrective actions to address non-conformances and prevent recurrence.

12. Management Review

- **Review Process:** Conduct regular management reviews of the EMS to assess its effectiveness and alignment with organizational objectives.
- **Continuous Improvement:** Identify opportunities for improvement and make necessary adjustments to enhance the EMS.

13. Documentation and Record-Keeping

- **Documentation:** Maintain comprehensive documentation of EMS procedures, policies, and records.
- **Access and Control:** Ensure that EMS documentation is controlled, accessible, and reviewed regularly.

14. Communication

- **Internal Communication:** Ensure effective internal communication regarding EMS policies, procedures, and performance.
- **External Communication:** Communicate our environmental commitment and performance to clients, stakeholders, and the community.

15. Policy Review

- Annual Review: This policy will be reviewed annually and updated as necessary to reflect changes in regulations, organizational objectives, and environmental performance.

16. Policy Enforcement

- Compliance: All employees and contractors are expected to comply with this policy. Non-compliance may result in corrective actions or disciplinary measures as per Aktrapid's procedures.