



## Clarktel Sustainability Policy

### Introduction:

Clarktel is committed to creating a more sustainable future by reducing its environmental impact and promoting sustainable practices in the workplace. Our goal is to reduce waste, conserve resources, and minimize our carbon footprint while providing a healthy and safe work environment for our employees.

### Scope:

This policy applies to all employees, contractors, and visitors at Clarktel's offices.

### Policy Objectives:

1. Reduce energy consumption: Clarktel will strive to reduce energy consumption in its offices by implementing energy-saving measures such as energy-efficient lighting and electronics, smart thermostats, and power management systems.
2. Reduce paper usage: Clarktel will encourage the use of digital resources to reduce paper usage. Employees are encouraged to print double-sided, use electronic signatures, and recycle paper whenever possible.
3. Promote recycling: Clarktel will provide recycling bins throughout the office to encourage employees to recycle paper, plastic, and other materials.
4. Reduce waste: Clarktel will minimize waste by purchasing products with minimal packaging and encouraging employees to bring reusable containers for food and drinks.
5. Encourage sustainable transportation: Clarktel will promote sustainable transportation options such as carpooling, public transportation, and cycling. Employees who opt for these options will be provided with appropriate incentives.
6. Support local and sustainable products: Clarktel will prioritize the purchase of locally sourced and sustainable products whenever possible.
7. Educate employees: Clarktel will educate employees on the importance of sustainability and provide training on sustainable practices in the workplace.

### Implementation:

1. Sustainability Team: Clarktel will establish a sustainability team consisting of employees from various departments to oversee the implementation of this policy and ensure its effectiveness.
2. Annual Review: This policy will be reviewed annually to ensure its continued relevance and effectiveness.



3. Reporting: The sustainability team will provide regular updates to senior management on the progress of sustainability efforts in the office.

**Conclusion:**

Clarktel is committed to promoting sustainability in the workplace and reducing its impact on the environment. By implementing this policy, we aim to create a more sustainable future for our employees, customers, and the planet.

**Date of Implementation:** January 1st, 2020.