

# Environment Safety Policy

## 1) Why this Policy?

CIEL is in the business of enabling companies to find talent for their permanent as well as fixed period roles or in other words, for specific projects. In the process of delivering these solutions, like any other business CIEL impacts the earth's environment.

This policy outlines CIEL's thoughts on environmental management and actions towards fulfilling its commitment to keep the earth's environment in a sound condition always.

## 2) Guiding principles for this policy

CIEL will comply with all relevant laws and regulations promulgated by the government bodies; adapt the best practices that industry bodies endorse. CIEL will review the policy from time to time in order to keep it relevant and fit-for-the purpose.

## 3) Process

- a) Prevent pollution and reduce consumption of resources by
  - i) encouraging employees to car-pool and bike-pool
  - ii) following a liberal policy of allowing employees to work from home
  - iii) asking employees to undertake travel only when the objectives are clear and meaningful
  - iv) asking employees to use technology tools appropriately to reduce travel and documentation
  - v) asking employees to copy people on their communication only when the distribution is justified
  - vi) using energy-efficient appliances such as air-conditioners, LED lights
  - vii) making it a practice to switch off appliances such as lights and computers when not in use
  - viii) using natural light and air in offices as much as possible rather than the electricity powered lighting and air-conditioning which produce carbon footprint
  - ix) using cloud hosting services that follow best practices in environmental management
  - x) going paperless as much as possible keeping the regulations and client requirements in mind
  - xi) encouraging customers, candidates, deputies, business partners and suppliers to follow similar environmental standards such as using digital invoices and communication, video meetings rather than in-person meetings, e-training programmes rather than classroom sessions, participating in programmes that promote biodiversity etc.
  - xii) asking users to avoid wasting any kind of resource, right from their own food to paper, printing photocopying and stationery
  - xiii) minimising waste by recycling and reusing laptops, switches, modems and any such devices as appropriate
- b) Run awareness programmes among employees about the environmental impacts of their work and ask them to minimise the negative impact on environment by deliberate actions prescribed by CIEL.
- c) Encourage employees to participate in programmes (organised either by CIEL or external agencies) to promote biodiversity
- d) Pursue continual improvement by reviewing our process and practices.

## 3) Policy Review

Management review is held each year to review adequacy, appropriateness and implementation of this policy. Management team draws upon further improvements, if any for the following year. These improvements will not only include this policy itself but also associated business processes, if any to attain the objective of this policy.