

# Sonik's Sustainability Policy

## The Policy

Our sustainability policy will deliver a comprehensive plan to increase energy efficiency and reduce our environmental impact by developing continuous monitoring, reporting and communication of our sustainability performance.

This process involves the communication and training of our staff in support of continuous improvement and the achievement of robust and meaningful reductions.

Our objective is to comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.

In our daily operation, we will integrate sustainability considerations into all our business decisions.

Being the policy of the company, all staffs are fully aware of our Sustainability Policy and are committed to implementing and improving it.

We are also expressing clearly to our suppliers, sub contractors and nominated contractors to aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.

As part of our internal review process, we quarterly review, annually report, and to continually strive to improve our sustainability performance.

## The Strategies

In order to deliver the goal, the following strategies are implied:

1. Set continuous improvement targets by which our performance can be measured, demonstrated and publicly reported
2. Identify opportunities and take action where practicable to improve sustainability and to meet legal obligations
3. Identify and mitigate adverse impacts and risks
4. Embed sustainability policy and practice into all of our management systems for operating, maintaining, renewing and improving.
5. Provide the right level of advice, awareness and competency to our people and to our contractors' employees.

## **Practical steps**

In order to put these principles into practice we have

### **Purchase of equipment and consumption of resources**

Minimize our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.

As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.

Reduce the consumption of power of office lighting by using of timer, motion sensor, T5 tube as well as utilization of day lights.

Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.

In each of our purchase, prime consideration is given to those supplies within 500 miles of radius from our location so as to minimize the release of carbon during transport of goods. If by certain reasons that a purchase for supply in exceed of the 500 miles radius, a managerial approval with stated reason have to be documented.

### **Working practices and advice to suppliers, sub-contractors, nominated contractors**

Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.

It is important that our sustainability policy transcends our entire supply & operation chain. This action allows us to be transparent to our customers by knowing the companies that supply us, with our goods and services which are operating according to the same environmental standards.

In all circumstance, we will ensure that any associates that we employ and work with are taking account of sustainability issues in their advice to clients.

Include a copy of our Sustainability Policy in all our proposals to clients.

## **Remarks**

**Related to our Environmental Policy, our Sustainability Policy outlines sustainability considerations within our business decisions and to be reviewed in a regular base to prevent issues arising.**