



## Green Office Policy

The scope of this policy covers all the offices Great Wall Pan Asia Holdings Limited (“GW 583”) has operational control.

### Commitment

GW 583 is committed to fulfilling our environmental responsibilities and reducing the potential environmental impacts of our operation as far as practicable. We will ensure that activities in our offices are conducted in accordance with sound environmental practices.

We strive to

- Minimise the consumption of natural resources and energy;
- Reduce the creation of waste and recycle material whenever practical;
- Ensure all waste is disposed of in a safe and responsible manner;
- Monitor and evaluate progress and performance for continuous improvements.

All employees of GW 583 are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimise these impacts as set forth in this policy.

This policy will be reviewed regularly, and be adapted if changes to GW 583 occur. This policy will be communicated to all employees via available means and on request.

### Responsibilities

#### Management

- Assign employees to take the lead in implementing green office practices and monitor electricity/water/paper usage, progress and performance;
- Inform employees for the implementation of the green office practices and related targets;
- Announce the corresponding achievement of the green office practices regularly;
- Set up channels to communicate with employees and collect their opinions and suggestions on energy saving and waste reduction.
- Arrange energy-saving trainings for newly recruited employees.

## Energy Conservation

- Turn off lights when not in use and use natural light when possible;
- Turn on the lights at specific spot in the office for employees working overtime and turn off the other lights in the office when not in use;
- Turn off air conditioning at or before 7:30 p.m. every day, in order to save energy;
- Provide fans and purifiers to employees in the office after 7:30 p.m.;
- Arrange monthly cleaning for air conditioning system;
- Power off electrical appliances that are not in use after office hours;
- Arrange regular maintenance for appliances;
- Affix reminders to all electrical devices to remind employees of:
  - switching off lighting, air conditioning, fans and purifiers after use;
  - Switching off/switching the office equipments into standby mode in the office after use.

## Waste Reduction and Resources Saving

- Use electronic means for communication whenever possible;
- Apply double-sided printing whenever possible;
- Collect and reuse single-sided printed paper and old envelopes for printing;
- Collect and reuse old box files and apply electronic means for filing whenever possible;
- Replace rubbish bag not more than twice a week whenever possible;
- Collect and repair computer accessories, electrical appliances and repairable items for reuse;
- Reuse rechargeable batteries whenever possible;
- Reuse decorating materials;
- Collect recyclable materials for recycling, including:
  - Waste paper;
  - Metal;
  - Plastic;
  - Exhausted toner and ink cartridges;
  - Glass bottles;
  - Rechargeable batteries;
- Encourage employees to use municipal water suppliers, rather than bottled water;
- Affix reminders near all printers and photocopiers to remind employees of saving paper;
- Affix reminders at collect points and notice boards in the office to encourage waste recycling;
- Affix reminders on taps in the office to remind employees of turning tap off after use.

## Procurement

- Purchase energy efficient equipment whenever possible;
- Use refilled toner cartridges and ink cartridges.