

## Policy Statement

Castor Vali is committed to incorporating environmentally responsible and sustainable practices into all aspects of our business operations. We recognise the impact of our activities on the environment and community and aim to minimise our footprint while striving for innovation and excellence.

## Objectives

- To reduce our environmental impact in all areas of our business.
- To engage with our stakeholders across our supply chain in a responsible manner.
- To integrate sustainability considerations into business decisions.
- To enhance environmental awareness for all persons working for and on behalf of Castor Vali.
- To gain commitments from our suppliers to adopt sound environmental principles.
- To comply with all applicable legal requirements and industry standards, including the requirements of MARPOL.

## Scope

This policy applies to all employees, contractors, suppliers, and partners involved in the activities and operations of Castor Vali.

## Pillars of Sustainability

### Environmental Stewardship

- Reduce energy consumption through efficient practices and the use of renewable energy sources where possible.
- Minimise waste and enhance recycling initiatives. Refer to Annex A.
- Limit water usage and promote water conservation through various local initiatives.

### Social Responsibility

- Refer to our Code of Conduct and Corporate Social Responsibility Statement.

### Economic Sustainability

- Develop long-term relationships with suppliers and partners who share our sustainability ethos.
- Encourage innovation to drive sustainability.
- Regularly review and adjust our business practices for long-term economic stability.

## Roles and Responsibilities

CEO: Oversee the policy, provide resources, and set an example.

COO: Monitor the implementation and effectiveness of the policy and report findings to senior management.

Employees, Contractors, Partners and Suppliers: Comply with the policy and contribute to its success.

## Guidelines

All employees will be trained on environmental and sustainability best practices relevant to their roles.

Environment and sustainability goals will be integrated into business planning and performance reviews. Regular audits will include an assessment of our environment and sustainability programs.

## **Reporting and Transparency**

Environment and sustainability performance will be measured internally to assess our progress, achievements, and challenges. Employees and stakeholders are encouraged to provide feedback on sustainability initiatives for continuous improvement.

## **Compliance**

Failure to comply with this policy may result in disciplinary action.

## **Review**

This policy will be reviewed annually or as dictated by changes in law or industry best practices.

## **Approval**

By adopting this Environment and Sustainability Policy, Castor Vali aims to establish itself as a responsible corporate citizen, committed to sustainable business practices that benefit our environment, stakeholders, and community.

**Policy approved by: Steve Grant**  
**CEO**  
**Castor Vali Group**

## Annex A – Recycling Initiatives

1. Encourage a paperless work environment:
  - Encourage employees to minimize printing and opt for digital documents.
  - Utilise cloud storage and document management systems to reduce the need for physical paper.
2. Provide Recycling Bins:
  - Place clearly labelled recycling bins for paper, cardboard, plastic, glass, and aluminum in common areas throughout the office.
  - Ensure that recycling bins are easily accessible and visible.
3. Electronic Waste (E-Waste) Recycling:
  - Follow local national guidelines or legislation for the responsible disposal and recycling of electronic equipment and devices, such as old computers, monitors, and printers.
  - Partner with approved local e-waste recycling centres for proper disposal.
4. Ink and Toner Cartridge Recycling:
  - Encourage the recycling of used ink and toner cartridges by providing collection points in the office.
  - Explore options to refill or remanufacture cartridges to reduce waste.
5. Battery Recycling:
  - Set up collection points for used batteries, including rechargeable and non-rechargeable types.
  - Ensure safe disposal through partnerships with battery recycling programs.
6. Composting Program:
  - If applicable, introduce a composting program for food scraps and organic waste from office kitchens and cafeterias.
  - Use composted material for landscaping or donate it to local community gardens.
7. Reusable Office Supplies:
  - Provide reusable kitchenware and utensils to reduce single-use plastic and paper products in break areas.
  - Encourage employees to use refillable pens and markers instead of disposable ones.
8. Education and Training:
  - Conduct regular training sessions and awareness campaigns to educate employees about the importance of recycling and how to properly sort recyclables.
  - Share updates on the company's recycling progress and achievements.
9. Green Procurement Policies:
  - Prioritise purchasing office supplies and equipment made from recycled materials or with minimal packaging.

- Source products from environmentally responsible suppliers.

## 10. Waste Audits:

- Periodically conduct waste audits to assess the effectiveness of recycling initiatives and identify areas for improvement.
- Use audit results to refine recycling programs and set new goals.

## 11. Donation Programs:

- Donate unwanted office furniture, electronics, and supplies to local charities, schools, or non-profit organisations.
- Ensure that items are in good condition and can be repurposed.

## 12. Sustainability Committees:

- Employee-led sustainability issues can be forwarded to the HSE Committee to brainstorm, implement, and oversee recycling and sustainability initiatives.
- Foster a culture of environmental responsibility within the organisation.

## 13. Reward and Recognition:

- Recognise and reward employees or teams who consistently contribute to recycling efforts and sustainability goals.
- Create friendly competitions or incentives to encourage participation.

By adopting these recycling initiatives, our offices can reduce its environmental footprint, promote sustainability, and contribute to a more eco-friendly workplace.