	ELABRAM SYSTEMS
	Environment Management System Policy

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1. Introduction

Elabram Group recognizes that environmental issues are global in scale and that they are long-range concerns affecting future generations. As an organization, Elabram Group, through sound business activities, will strive to achieve sustainable development aimed at both social and economic progress and environmental preservation.

Elabram Group utilizes our integrated corporate strength to promote businesses and projects to contribute to environmental preservation and reduction of the impact of society on the natural environment.

Elabram Group uses an environmental management system to prevent environmental pollution and set environmental objectives and targets which are regularly reviewed and continuously upgraded.

2. Definition

Environmental Management System Policy ("The Policy") is the commitment of an organization to the laws, regulations, and other policy mechanisms concerning environmental issues. These issues generally include air and water pollution, waste management, ecosystem management, maintenance of biodiversity, the protection of natural resources, wildlife and endangered species. Concerning environmental issues, the importance of implementation of an eco-energy-oriented policy at a global level to address the issues of global warming and climate changes should be accentuated. This policy directs and oversees human activities and thereby prevents harmful effects on the biophysical environment and natural resources, as well as to make sure that changes in the environment do not have harmful effects on humans.

3. Scope

The Policy has a tendency to focus on troubles springing up from human impact on the surroundings. This policy sets a target and plan for the company in supporting environmental conservation. Thus Elabram Group needed to make a planning system to reach the target of a sustainable environmental system.

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4. Objective

Comply with environmental laws and regulations
We are committed to meet all our environmental compliance obligations such as relevant environmental legislations, regulations and standards to which the Group subscribes.

Manage and reduce environmental burden
We're committed to the protection of the environment including the prevention of pollution. To this end, we will strive to minimize our operational impacts by reducing our carbon footprint from energy consumption and business travel and promoting the sustainable use of natural resources. We will implement programmes to use energy more efficiently while adopting good energy management practices. We will endeavor to eliminate and minimize waste and ensure the management of materials and disposal of waste is done in an environmentally responsible manner

Campaign and awareness related environment
Environmental protection is the responsibility of all our employees. We are committed to raising awareness among our employees and educating wider stakeholders about the importance of environmental protection.

5. Basic Policy

In pursuing business activities, Elabram Group shall comply with the following guidelines, work to achieve the aims of its environmental Basic Policy.

- **Basic stance with regard to the environment :**
  To continuously improve our environmental performance in ways that are commercially viable and valued by our Management and Stakeholders. We shall achieve this by setting environmental objectives and targets at relevant functions and levels, taking into account our significant environmental aspects and associated compliance obligations, and implementing actions to achieve these objectives. (Refer to Section 7)

- **Compliance with environmental legislation :**
  To strictly observe legislation related to the environment and to abide by any agreements made.

- **Caring for the natural environment :**
  To place great importance on preserving the environment, including the natural ecosystem and biodiversity.

- **Response to climate change :**
  To place great importance on mitigating climate change and adapting to its impact.

- **Efficient use of resources and energy :**
  To be mindful of the finite availability of resources and energy and strive to use them both efficiently and effectively.

- **Contributing to the building of a recycling-oriented society :**
  To endeavor to help build a recycling-oriented society by reducing waste and reusing and recycling resources.

- **Promotion of businesses that contribute to environmental preservation :**
  To utilize our integrated corporate strength to promote businesses and projects, which contribute to environmental preservation and reduction of the impact of society on the natural environment.

- **Establishment of environmental management :**
  To use an environmental management system to prevent environmental pollution and set environmental objectives and targets which are regularly reviewed and continuously upgraded.

- **Disclosure of the environmental policy :**
  To communicate this Environmental Policy to all people who are working for or on behalf of Elabram Group, as well as disclosing it externally.

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6. Management Commitment

The Board of Elabram Group is committed to both the protection of the environment and evaluating the impact that the organization's services can have.

Compliance with legislation is the minimum standard to which the Group shall adhere. The Group shall also endeavor to follow best practice with due regard for its business needs, and the expectations of all interested parties.

Management Team will be responsible for communicating and implementing this Policy and will ensure that:

- Favor the use of suppliers who are committed to environmental good practice.
- Reduce carbon footprint with reduce business travel and maximized IT system as a replacement such as virtual meeting.
- Pollution is prevented in all forms, especially from redundant electrical equipment and water consumption.
- All incidents detrimental to the environment are reported, investigated and action taken to prevent reoccurrence.

Management Team are committed to continually improving its performance by regularly reviewing its environmental impacts, and on an annual basis, update this policy in line with the review findings.

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7. Employee Responsibility

Elabram Group realizes that a change is not successful without the awareness and role of each individual. Therefore, the Group invites all employees to be committed to protecting the environment, at least starting with simple but sustainable things.

Employees are encouraged to conduct the initial step of the environment plan thus to the personal impact. Socialization and communication is provided as part of staff development as environment awareness and taking into account responsibilities.

Some of the efforts that can be made by each employee in daily work activities are as follows:

Target	Effort
Paper Reduce	➢ Prioritize to use softcopy than hardcopy ➢ Print on both side of the paper ➢ Encourage to use recycle paper if it's for own reference ➢ Do not use color printing unless it has too (eg client's agreement) ➢ Drop the unwanted in the recycle box ➢ For unwanted confidential print, it should shred accordingly with shredder (machine)
Reduce non-biodegradable waste	➢ **Reduce Plastic Bag :** Always use reusable bag and stop using plastic bag ➢ **Reduce Plastic Bottle :** Bring your own bottle/glass and reduce paper/plastic bottle/cup ➢ **Recycling :** Convert used material into the new material as much as possible ➢ **Washable Mask :** Use washable masks to reduce the buildup of single-use mask waste ➢ **Sorting :** Segregate the rubbish into paper, plastic etc.
Reduce electricity and water consumption	➢ Don't forget to turn off the electrical after used ➢ Use water wisely. Close the tap after use.

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Reduce emission car	➢ Check emission for own vehicle (depend on government regulation) - 2 times/year or yearly ➢ Use public transportation to reduce pollution

8. Environmental Management System (EMS) Team Responsibility

Elabram Group has appointed an EMS team to assist in monitoring the Group's commitment to achieving environmental conservation targets.

The responsibilities :
1. Save all records as monthly report
2. Monitor reductions in energy and water consumption
3. Monitor paper and ink usage
4. Do a report if there is an increase in the consumption of paper, energy, water, ink or others
5. Assisting the blasting campaign for each employee in the business unit

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9. Plan and Target

Elabram Group set the following long-term goals for electricity consumption, water consumption and waste emissions. Each intensity and total amount are for its head office and another business unit.

Target	Plan
Electricity and Water Consumption	● To reduce the amount of energy used as much as possible. ● Lights and electrical equipment will be switched off when not in use. ● The energy consumption and efficiency of new products will be taken into account when purchasing.
Office Supplier	● Evaluate if the need can be met in another way. ● Evaluate if renting/sharing is an option before purchasing equipment. ● Evaluate the environmental impact of any new products intend to purchase. ● Favor more environmentally friendly and efficient products wherever possible. ● Reuse and recycle everything we are able to
Paper Consumption	● Minimize the use of paper in the office. ● Reuse and recycle all paper where possible
Emissions Check for vehicle	● Emission check for company's car annually ● Reduce the need to travel, restricting to necessity trips only. ● Promote the use of travel alternatives such as e-mail or video/phone conferencing. ● Organize campaign or awareness of those to use public transport

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10. Campaign and Awareness

Elabram Group promotes activities that are beneficial to environmental improvement and reduce environmental negative impact.

Campaign of the environmental culture and recognition among its employees, to which the necessary socialization might be provided as appropriate.

This culture and awareness are deemed the responsibility of all employees and everyone should commit to environmental rules and strategies.

Our efforts to raise awareness and invite employees and people to support the environment program are by providing education in the form of posters or flyers or articles which we will distribute through:
1. Axdif (our internal system)
2. Email for resources (based on approval by Head of Department)
3. Our social media and company website (based on approval by management)