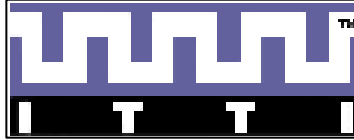


ITTI Company Limited



ISO 9001 & ISO 14001 INTEGRATED MANAGEMENT SYSTEM MANUAL

Environment Protection Guidelines

Version 4

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### **DISCLAIMER:**

The Environmental Protection Guidelines contained herein provide general instructions for all company staff and are only deemed to be applicable to those activities / locations under the direct control / influence of the company.

The identified significant environmental aspects and impacts may be subject to changes and reviews and the final assessment results shall be recorded and reviewed in accordance with EP 01, after which Environmental Management Programmes will be established and implemented in accordance with EP 02.



## **EPG 01 - Materials Consumption (Reduce, Reuse & Recycle)**

### **1.0 Significant Environmental Aspects & Impacts**

<b>• Significant Environmental Aspects</b>	<b>Significant Environmental Impacts</b>
• Use of Paper / Stationery Products	Consumption of resources
• Disposal of Toner Cartridges	Contamination to land and extra handling costs
• Use of Packing Materials	Contamination to land and Increase overload pressure on landfills
• Disposal of Furniture	Increase overload pressure on landfills

### **1.1 Environmental Legal & Other Requirements**

The environmental legal & other requirements shall be applied for the Significant Environmental Aspects & Impacts identified in section 1.0 and EAIR as appropriate, but not limited to the following items subject to the change of current operations and activities of the company.

- Waste Disposal Ordinance (CAP 354)

### **2.0 Environmental Objectives**

To minimize materials consumption arising from company activities and to develop and implement simple and effective reduction, reusing and recycling practices in order to conserve resources.

**Note:** For Environmental Targets & Management Programs, refer to EP 01 & EP 02 and relevant Environmental Management Programs.

### **3.0 Environmental Protection Guidelines**

#### **3.1 General Office Stationary & Other Materials Consumption**

General office stationery items, such as ink-refillable pens, ballpoint pens, metal fasteners, rubber bands etc. shall be reused in order to minimize waste.

Reusable toner cartridges shall be purchased for laser jet printers after their performance has been tested and approved. Refillable cartridges may also be available for certain inkjet printers. Empty cartridges shall be returned to relevant suppliers for reuse during the delivery of new cartridges or put into designated recycling bins, wherever possible.

Solar energy operated calculators shall be used if possible. Rechargeable batteries shall be used to reduce new battery consumption where practicable, whilst mercury free batteries are also preferred.

Electronic data files shall be stored on hard disks and on the centralized computer system, which shall be regularly backed-up in another computer located in a secure area, where necessary. Anti-virus software shall be installed and used on all computers. Staff shall remove any obsolete files on hard disks and removable drives (e.g. Memory sticks, CDRs, floppy disks, etc.). These drives shall only be used for file transfer purposes.

The generation of waste (including packing materials, furniture, computer components and general waste) shall be minimized and proper disposal of the materials shall be maintained and monitored where appropriate.

#### **3.2 Paper Consumption**

##### **3.2.1 Use of Paper**

The Managing Director / MR / Department Heads shall review and revise all existing company forms / documents and discontinue the use of unnecessary standard forms / documents. The MR / HR & Admin Officer shall assign personnel to design and combine new forms with reduced size or similar functions, where possible.



The use of non-recyclable paper, paper cups, cardboard etc. shall be minimized / prevented by using alternative materials and products, wherever possible.

### **3.2.2 Green Purchasing**

Where identified as being applicable and practical, the company's „Green Purchasing“ policy requires the purchase and use of recycled / recyclable paper products, as the first preference.

### **3.2.3 Printing & Photocopying**

The HR & Admin Officer shall review and revise the need for duplication of different kinds of documents and shall inform company staff of all such decisions. Printing or copying shall be doubled-sided wherever possible. Labeled boxes shall be placed adjacent to printers and photocopiers. One box shall be used to store one-side-used paper for reuse and the other box shall be used to collect waste paper already printed / copied on both sides for recycling.

Staff shall place „scrap“ copies into respective boxes (i.e. one-side-used is reusable; two-sides-used is recyclable). The HR & Admin Officer shall set up the collection containers, and guide all staffs to collect reusable paper for internal reuse as far as possible, such as manuscript memo pads / draft printing paper.

Staff shall revise (either personal or inter-personal revisions) and preview documents on computer screens before printing out. Staff shall avoid unnecessary photocopying / printing by determining the exact number of copies required and ensuring correct machine settings before photocopying / printing commences. Minimum numbers of hard copies shall be kept for record keeping purposes.

### **3.2.4 Other Paper Saving Practices**

Document and record control systems (refer to OP 01 & OP 02) shall be implemented, reviewed and improved whenever possible to control the copying / printing of documents. Obsolete documents shall be regularly removed and recycled.

Paper saving notices shall be posted on office walls and notice boards to remind staff not to waste paper. Staff shall minimize the consumption of paper cups by using own cups or containers.

Internal communication via paper shall be prevented / reduced by communicating through internal computing networks, notice boards, circulating documents among staff, general staff briefings, casual communications and training courses where applicable, rather than printing individual copies.

Staff shall use telephones, e-mails or computer faxes whenever possible, and as appropriate, in order to reduce paper consumption. Document cover pages shall be avoided wherever possible by placing the name of recipients in a fax, which will in turn save the paper consumption of recipients.

Staff shall update any changes to mailing lists as soon as possible and the whole list shall be changed annually to avoid mailing to incorrect addresses. Where possible, documents should be posted as “PRINTED MATTER” to save cost.

### **3.2.5 Paper Consumption Control**

Relevant staff shall record paper consumption on Form EPG 01[1] for paper consumption control purposes and subsequent review and analysis.

### **3.2.6 Wastepaper Collection & Storage**

All staff shall place wastepaper such as discarded newspapers, magazines, printed materials, cards, telephone directories, paper cups etc. in appropriate recycling bins. All of this wastepaper may be delivered to / collected by the recycling companies where applicable.

**Note:** Packing Materials shall be reused wherever possible to reduce the production of waste materials. The consumption of packing materials shall be monitored and recorded on the Packing Materials Consumption Record.



Used envelopes shall be placed in containers next to new envelopes for internal office reuse. For envelopes with see-through windows, the plastic shall be removed before disposal to the recycling paper collection box.

To maintain the quality of wastepaper for reuse or recycling, it shall be placed in bins / boxes in a clean and tidy manner. The bins / boxes shall be kept away from water and fire sources to prevent / minimize the risk of water contamination and fire hazards.

### **3.3 Waste Collection & Disposal**

Waste collection bins (including General Refuse Collection Bins and Recycling Bins, e.g. Paper, Plastics & Aluminum) shall be placed at designed locations within the company's various facilities. The HR & Admin Officer shall assign at least one staff member to:

- Ensure that bins are covered to prevent odor diffusion within the office environment and to prevent / minimize pest (e.g. rodents and insects) intrusion;
- Empty and dispose of all general refuse on a regular basis; and
- Select and sort recyclable materials for general refuse (e.g. paper, bottles, cans etc.)



## **EPG 02 - Energy Conservation**

### **1.0 Significant Environmental Aspects & Impacts**

<b>Significant Environmental Aspects</b>	<b>Significant Environmental Impacts</b>
<ul style="list-style-type: none"> <li>• Use of Electricity</li> </ul>	Natural resources consumption

### **1.1 Environmental Legal & Other Requirements**

The environmental legal & other requirements shall be applied for the Significant Environmental Aspects & Impacts identified in section 1.0 and EAIR as appropriate, but not limited to the following items subject to the change of current operations and activities of the company.

- Air Pollution Control Ordinance (CAP 311)

### **2.0 Environmental Objective**

To minimize natural resources consumption

**Note:** For Environmental Targets & Management Programs, refer to EP 02 and relevant Environmental Management Programs.

### **3.0 Environmental Protection Guidelines**

#### **3.1 General Guidelines**

HR & Admin Officer shall regularly monitor the electricity consumption data for Environmental Performance Evaluation against the relevant objectives and targets. Training on electricity conservation techniques shall be formulated as a part of the company's training and communication programs by the MR / HR & Admin Officer (Refer to OP 07).

Apart from specially designated equipment, staff shall switch off electrical equipment when not in use, or when not required for prolonged periods. Such equipment shall include that used for lighting, air-conditioning, air filtering, ventilation as well as cleaning, materials compaction / segregation etc. Stickers and posters shall be placed close to switches and on staff notice boards to draw attention to simple and effective energy saving practices.

#### **3.2 Green Purchasing Practices**

Whenever budgets permit, the HR & Admin Officer shall assign staff to select high-efficiency equipment and products, and replace damaged or inefficient equipment. Automatic timers or sensors may also be installed for certain electrical systems, such as the ventilation, lighting, air-conditioning systems etc. in order to more effectively control the on / off status of the equipment.

#### **3.3 Lighting, Air-conditioning & Ventilation**

Energy saving light bulbs and fluorescent tubes shall be installed as new / replacements wherever possible, in order to significantly reduce overall energy consumption. Lighting fixtures (i.e. bulbs and tubes) shall be regularly cleaned, in order to improve the efficiency of the lighting output.

In the office and warehouse, ambient air temperatures shall be maintained at suitable temperature (between 22 and 25 °C) as per the Environmental Management Programs with appropriate ventilation fan speeds being set to maintain air freshness and comfort levels.

#### **3.4 Register of Electricity**

The HR & Admin Officer shall compile and maintain records of the company's electricity usage on an Energy Consumption Record (Form EPG 02 [1]), which shall be reviewed by the Top management/ MR at least monthly and compared with previous consumption levels.

Where any increasing trends are detected, the HR & Admin Officer shall report the situation to the MR who shall investigate and review the actual / probable cause of increase. Where appropriate, corrective and preventive actions shall be implemented (refer to OP 04).



## EPG 03 - Water Conservation

### 1.0 Significant Environmental Aspects & Impacts

Significant Environmental Aspects	Significant Environmental Impacts
<ul style="list-style-type: none"> <li>• Use of Water</li> </ul>	Wastage of natural resources

1.1

### Environmental Legal & Other Requirements

The environmental legal & other requirements shall be applied for the Significant Environmental Aspects & Impacts identified in section 1.0 and EAIR as appropriate, but not limited to the following items subject to the change of current operations and activities of the company.

- Water Pollution Control Ordinance (CAP 358AK)

### 2.0 Environmental Objective

To minimize the consumption of natural resources.

### 3.0 Environmental Protection Guidelines

#### 3.1 General

Water consumption shall be kept at minimal to minimize the natural resources consumption.

#### 3.2 Water Conservation Hardware Controls

HR & Admin Officer / MR shall inform the building services if any dripping / leaking taps were found.

#### 3.3 Water Conservation Habits

Staff shall only turn on water taps when needed and shall not allow water to run continuously. Stickers and posters should be posted on the staff notice boards, working areas and behind taps to draw attention to the significance of water saving techniques and practices.

Staff shall keep all areas as clean as possible at all times in order to reduce the amount of water necessary for cleaning purposes.

#### 3.4 Water Discharge

Dirty water is discharged into the wastewater pipe duct system of the building. In any event when staff observed any problem with the discharging of wastewater, it shall be informed to the building services immediately for their necessary action.



## EPG 04 - Indoor Air Quality

### 1.0 Significant Environmental Aspects & Impacts

Significant Environmental Aspects	Significant Environmental Impacts
<ul style="list-style-type: none"> <li>• Smoking</li> </ul>	Odors and hazardous gaseous materials
<ul style="list-style-type: none"> <li>• Use of HVAC System</li> </ul>	Dust and bacterial spread
<ul style="list-style-type: none"> <li>• Use of Chemicals / Cleaning Agents</li> </ul>	Diffusion of hazardous gaseous materials

### 1.1 Environmental Legal & Other Requirements

The environmental legal & other requirements shall be applied for the Significant Environmental Aspects & Impacts identified in section 1.0 and EAIR as appropriate, but not limited to the following items subject to the change of current operations and activities of the company.

- Smoking (Pubic Health) Ordinance (CAP 371);
- Air Pollution Control Ordinance (CAP 311);
- Ozone Layer Protection Ordinance (CAP 403);
- Pesticides Ordinance (CAP 133); and
- Waste Disposal (Chemical Waste) (General) Regulation (CAP 354C).

### 2.0 Environmental Objective

To prevent or minimize indoor air pollution.

**Note:** For Environmental Targets & Management Programs, refer to EP 02 and relevant Environmental Management Programs.

### 3.0 Environmental Protection Guidelines

#### 3.1 No-smoking Regulations

All of the company's premises are designated and regulated as no-smoking areas. No staff or visitors are permitted to smoke anywhere within the company's offices, open spaces or toilets. Suitable No-smoking labels or stickers shall be placed in designated areas.

#### 3.2 Heating, Ventilation & Air-Conditioning (HVAC) System

The HR & Admin Officer shall assign staff / workers to eliminate stagnant water accumulation and to remove biological contaminants, who shall also check for cleanliness, eliminate excess moisture, remove micro-organisms and particulate matter in the air-conditioning supply ducts and cooling coils.

Regular maintenance and cleaning of the HVAC equipment is essential to ensure it is filtering and circulating air effectively, and that there are no air leaks or blockages. Humidity should be kept at 60% or below, as high humidity levels may lead to problems with condensation and feelings of discomfort and provide an ideal environment for mould and dust mites to flourish.

#### 3.3 Use of Chemicals, Cleaning Agents & Fuels

Relevant staff shall follow suppliers' instructions when using chemicals (including pesticides / cleansing agent), cleaning agents and fuels so as to ensure the ventilation rate is adequate in enclosed areas.





**APPENDICES - EPG FORMS:**

- Form EPG 01[1] - Paper & Consumables Record
- Suitable Format - Packing Materials Consumption Record
- Form EPG 02[1] - Energy Consumption Record

***** END *****