Procedure for Environmental Office	Doc No.: HSEP-11
	Rev: 04
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0. Amendment History

Rev#	Date	Page #	Section	Nature of Amendment
01	01-04-2021	All		Incorporating the new company (Kurita AquaChemie FZE) name, its scope and all other information
02	01-04-2022	All		Annual Revision
03	01-04-2023	All		Annual Revision
04	01-04-2025	All		Annual Revision

1. Purpose

The purpose of this procedure to control the environmental impact of Kurita AquaChemie office activities.

2. Scope

This procedure is to be followed by all Kurita AquaChemie office employees.

3. Roles and responsibilities

3.1. HSE Management Representative is responsible for implementing this procedure at the Office.

3.2. Project Managers / Department Heads are responsible for implementing this procedure at their respective sites.

4. Procedure

4.1. Paper Use

4.1.1. Document shall be distributed electronically whenever possible.

4.1.2. The back side of misprints and old documents shall be used to print draft documents.

4.1.3. Both sides of paper shall be used before it is collected for recycling.

4.1.4. Photocopiers shall be set up for double sided copying.

4.1.5. To avoid color printing, photographs and colored documents shall be transmitted electronically

4.1.6. EHS Management System documents (Manuals, Procedures

etc.) shall be distributed electronically in unprintable form.

4.1.7. EHS Management System forms shall be distributed in an interactive format that will permit the user to fill/transmit/record it electronically.

4.1.8. Scan documents and save/distribute electronically rather than photocopying.

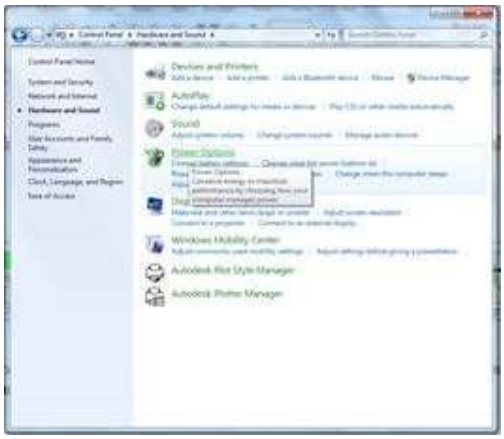
4.2. Computer Efficiency

4.2.1. Power plan for W7 systems shall be managed through the Control Panel by taking the following steps:

4.2.1.1. Open the Control Panel and select Hardware and Sound



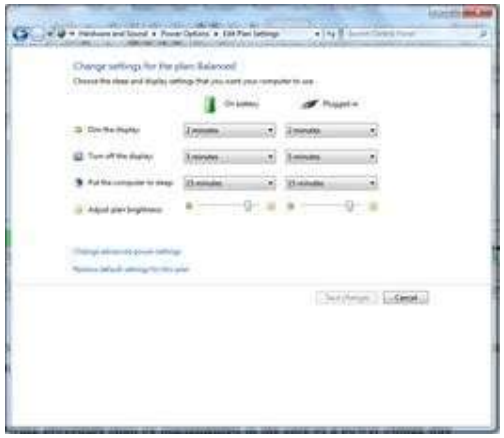
4.3.1.2. Select Hardware and Sound



4.2.1.3. Select Power Options



4.2.1.4. Select Change when the computer sleeps



4.2.1.5. Choose the following display settings for both on-battery and plugged-in cases:

4.2.1.5.1. Dim the display (for Laptops only): **2minutes**

4.2.1.5.2. Turn off the display: **5 minutes**

4.2.1.5.3. Put the computer to sleep: **15 minutes**

4.3. Lighting

4.3.1. As new cost-effective technologies emerge, consider

replace thecurrent T8 florescent light bulbs with its LED replacements.

4.3.2. Ensure lights are switched off when they are not in use.

4.3.3. Make the most out of natural light by not blinding windows.

4.3.4. To safely dispose of spent fluorescent light refer to HazardousWaste Management

4.4. Power Consumption

4.4.1. Keep monthly record of Power Consumption

4.5. Fuel Consumption

4.5.1. Keep monthly record of Fuel Consumption for all vehicles

4.6. Water Use

4.6.1. Turn off taps lightly avoid leaky faucets.

4.6.2. Report leaky faucets for repair or replacement.

4.6.3. Place 1.5 L bottle filled with water in the toilet bowl tank toreduce water volume in each flushing.

4.6.4. Keep records of monthly Water Consumption.

4.7. Recycling

4.7.1. Drawing sheets, A4 size paper (when both sides are used) and cardboards shall be transported to the Head Office for recycling.

4.7.2. All types of plastics (not mixed with paper) shall be transportedfrom each site to the Head Office for recycling.

4.7.3. Keep records of the amount of segregated non-hazardous (solidand liquid) waste collected by Service Provider for recycling / reuse / further processing

4.8. Hazardous Waste Disposal

4.8.1. Keep records of the amount of hazardous (solid and liquid)waste collected by Service Providers for disposal

4.9. Non-Hazardous Waste Disposal

4.9.1. Keep records of the amount of non -hazardous (solid and liquid)waste collected by Service Providers for disposal.

4.10. Environmental Notices

4.10.1. Keep records of written warning notices received

from the SRA (Sector Regulatory Authority) as a result of non-complianceto EHSMS requirements.

4.11. Environmental fines/Penalties/Prosecutions

4.11.1. Keep records of fines / penalties / prosecutions received fromthe SRA as a result of non-compliance to EHSMS requirements.

5. Records

Record	Record Ref
Monitoring and Measurement Record	HSE-EO-F01