

# WASTE MANAGEMENT & ENVIRONMENTAL RESPONSIBILITY POLICY

## 1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Environmental Responsibility & Waste Management Policy to guide how the organization manages natural resources, reduces environmental impact, and operates responsibly. The purpose of this Policy is to ensure sustainable practices across RGSS operations, promote responsible consumption, and encourage behaviors that protect the environment. This Policy reflects national laws, international environmental principles, and RGSS's internal commitment to environmental stewardship. It provides direction for managing waste, reducing emissions, conserving resources, and operating with minimal ecological footprint. All employees, contractors, and partners are required to follow this Policy.

## 2. Scope

This Policy applies to all RGSS offices, security operations, transport activities, client sites, field deployments, and any work-related environment. It applies to all employees, contract workers, vendors, suppliers, and third-party service providers acting on behalf of RGSS. The Policy governs daily operations, office management, mobility, equipment usage, resource consumption, and waste handling. Compliance with this Policy is mandatory.

## 3. Environmental Commitments & Practices

### 3.1 Water Conservation

RGSS is committed to reducing water usage and preventing unnecessary wastage across all operational areas. The organization promotes awareness among employees on responsible water usage, including reducing unnecessary flow, reporting leaks, and using water sparingly during cleaning and maintenance tasks. All employees are encouraged to actively participate in water-saving habits, such as shutting taps properly and avoiding excessive use. Where feasible, RGSS will install water-efficient fixtures and regularly inspect plumbing systems to prevent wastage. Conservation of water is a shared responsibility and contributes to long-term sustainability.

	
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## 3.2 Electricity Conservation

RGSS recognizes the importance of reducing electricity consumption as part of responsible environmental management. Employees must ensure lights, air conditioners, fans, computers, and other electronic equipment are turned off when not in use. The organization conducts awareness campaigns to reinforce the importance of energy conservation. Electricity conservation reduces operational costs, lowers environmental impact, and supports sustainable business behavior.

## 3.3 Use of Solar Energy

RGSS has invested in the use of solar energy systems as part of its strategy to reduce reliance on conventional electricity and minimize carbon emissions. Solar power supports cleaner energy use, reduces the organization's environmental footprint, and increases operational resilience. The organization will continue exploring opportunities to further expand solar energy usage where practical and beneficial. Regular maintenance and monitoring of solar systems ensure efficient performance and long-term sustainability. This renewable energy initiative demonstrates RGSS's commitment to environmental responsibility.

## 3.4 Digitization and Paperless Work (E-Governance)

RGSS prioritizes a paperless operational model to minimize paper waste and support digital efficiency. Employees are encouraged to communicate via email, digital platforms, and official software instead of printing documents unnecessarily. Administrative processes, approvals, and reporting are increasingly shifted to electronic systems to reduce paper consumption. The organization promotes the principle of "Print Only When Necessary" to reduce waste and support sustainable office practices. E-governance enhances transparency, reduces physical storage requirements, and improves environmental performance.

## 3.5 Carpooling and Vehicle Efficiency

RGSS encourages carpooling among employees to reduce fuel consumption, traffic congestion, and emissions. Where operationally feasible, multiple employees travelling to the same area are grouped together to optimize fuel usage. Company vehicles must be maintained regularly to minimize emissions and ensure fuel efficiency. Unnecessary vehicle idling is prohibited, as it contributes to pollution and energy waste. These measures help reduce environmental impact associated with transportation activities.

	
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## 3.6 Waste Management

RGSS is committed to responsible and safe management of all waste generated through its operations. Waste must be segregated into recyclable, non-recyclable, and hazardous categories in accordance with environmental guidelines. Bins are provided for proper disposal, and employees must ensure waste is placed in the correct category. Hazardous materials (such as batteries, electronics, or chemicals) must be disposed of only through approved vendors to prevent environmental harm. The organization aims to reduce waste at its source by encouraging reuse, recycling, and responsible purchasing practices.

## 3.7 Emissions to Air

RGSS aims to minimize harmful emissions arising from vehicles, generators, equipment, and field operations. Regular vehicle servicing and generator maintenance are mandatory to control smoke, fumes, and pollutants. No vehicle shall be allowed to idle unnecessarily, as this increases emissions and leads to fuel wastage. The organization supports any initiative that reduces carbon impact and improves air quality in its areas of operation.

## **4. Compliance with National and International Requirements**

RGSS complies with all environmental laws and guidelines applicable in Pakistan, including the Pakistan Environmental Protection Act (PEPA) and relevant provincial regulations. The organization aligns its practices with internationally recognized environmental principles such as UNEP sustainability guidelines and ISO 14001-based best practices. Environmental compliance is monitored through documentation, reporting, and internal assessments. Employees and contractors must follow all legal requirements relating to waste, emissions, and resource management. Non-compliance may result in disciplinary or legal action depending on severity.

## **5. Roles and Responsibilities**

Management is responsible for establishing environmental procedures, ensuring resource availability, and creating awareness programs. Employees must follow environmental guidelines, report concerns, and adopt responsible behaviors in daily tasks. Suppliers and contractors are required to comply with RGSS environmental expectations as part of their contractual obligations. Supervisors must monitor compliance in workplaces and ensure that waste management, energy conservation, and resource use remain consistent with this Policy. Environmental responsibility is shared by everyone working with RGSS.

	
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## 6. Reporting and Environmental Incidents


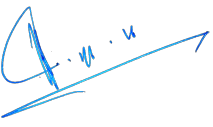
Employees must report environmental issues such as spills, leaks, excessive waste, or improper disposal immediately. All reports will be investigated, documented, and resolved through corrective and preventive actions. If an environmental incident poses risk to health or safety, emergency procedures must be followed. RGSS enforces a non-retaliation policy for employees reporting incidents in good faith. Quick and transparent reporting supports environmental protection and operational excellence.

## 7. Monitoring and Continuous Improvement

RGSS periodically reviews environmental performance, resource consumption, and waste management practices. Internal reviews, audits, and assessments may be conducted to ensure compliance with procedures and legal standards. The organization updates its environmental procedures as needed to reflect new laws, technologies, or operational requirements. Awareness sessions and refresher training will be provided to strengthen understanding across all levels. Continuous improvement ensures RGSS remains responsible, efficient, and environmentally conscious.

## 8. Enforcement

Non-compliance with this Policy may result in disciplinary action, including warnings, suspension, termination, or contractual penalties. Any vendor, contractor, or partner responsible for environmental negligence may face business suspension or removal from approved vendor lists. All individuals are expected to uphold environmental responsibility without exception. Strong enforcement ensures the Policy is respected, effective, and consistently applied.

	
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