



Sigma 3 Digital Environmental Policy

Effective Date: 19 January 2024

1. Introduction

Sigma 3 Digital Ltd recognises the importance of environmental responsibility in today's business landscape. We are committed to integrating sustainable practices into our operations to minimise our environmental footprint.

2. Commitment to Environmental Stewardship

We are dedicated to:

- Complying with all relevant environmental laws and regulations.
- Continually improving our environmental performance by setting and reviewing environmental objectives and targets.

3. Sustainable Operations

We commit to:

- **Energy Efficiency:** Striving to minimise energy consumption in our office spaces, data centers, and development processes by:
 - Implementing a "switch-off" policy for all electronics at the end of the workday.
 - Utilising energy-efficient lighting (LED) and promoting the use of natural light.
 - Encouraging the use of energy-efficient appliances and equipment.
- **Waste Reduction:** Reducing, reusing, and recycling materials to minimise waste generation by:
 - Establishing recycling programs for paper, plastic, and other recyclable materials.
 - Partnering with certified e-waste disposal companies for proper disposal of electronics.
 - Encouraging employees to be mindful of their waste generation.
- **Paperless Practices:** Promoting a paperless work environment and utilising digital communication to reduce paper usage by:
 - Utilising cloud storage and digital document sharing for internal operations.
 - Minimising unnecessary printing.
 - When printing is required, prioritising double-sided printing on recycled paper.
- **Travel and Commuting:** We will encourage sustainable commuting options by:
 - Promoting remote work opportunities whenever feasible.

- Prioritising video conferencing for meetings whenever possible.
- Encouraging carpooling, public transportation usage, or cycling for work commutes.

4. Green Procurement

We will consider environmental factors in our procurement processes, including:

- Collaborating with suppliers who share our commitment to sustainability.
- Selecting energy-efficient hardware and electronics with high Energy Star ratings.

5. Continuous Improvement

We are committed to continually monitoring and evaluating the effectiveness of this policy and will set measurable goals for reducing our environmental footprint, including energy consumption, paper usage, and waste generation. This policy will be reviewed and updated periodically to reflect advancements in technology and best practices.

6. Compliance and Legal Requirements

Sigma 3 Digital is committed to fulfilling its legal obligations related to environmental sustainability.

7. Communication and Documentation

This environmental policy will be made available to all employees, stakeholders, and the public through our company website and other appropriate channels.

8. Responsibilities

All employees are responsible for adhering to this policy and contributing to the success of our environmental initiatives.