



# Environmental Management Policy

## **Purpose:**

This document describes Basel Network Solutions Pvt. Ltd. policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner

## **Responsibilities:**

### a) Energy Conservation

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every work day.
3. Turn off your power strip at the end of every work day.
4. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use

### b) Reduction of Materials Consumption

1. Avoid using paper by distributing and storing documents electronically.
2. Print and photocopy only what you need and double side your jobs when possible.
3. Tell staff and colleagues that you prefer double-sided documents.

### c) Minimize Waste and Increase Recycling

1. Use durable reusable beverage containers, plates, and utensils.
2. Reduce the amount of toner in documents that will be printed when possible.
3. Print documents in black and white or grayscale whenever possible.

d) Commitment to Green Purchasing

1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content.
2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain bio based content whenever possible.
4. Purchase Energy Star office equipment.



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