



ENVIRONMENTAL POLICY DOCUMENT

Signed & Dated

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1.0 ENVIRONMENTAL MISSION STATEMENT

SoftSkan Limited recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We aim to lead the technology consulting industry in minimising the impact of the industry's activities on the environment. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

2.0 RESPONSIBILITY

The company secretary is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met. As part of our daily routines, all employees are expected to comply with this policy by weighing their options in line with the priorities specified in this document before reaching their final decision. In situations where employees find it difficult to make decisions based on the conflict of the contents of this document with other alternative options, clarifications can be obtained from their line managers or the company secretary.

3.0 POLICY AIMS

We endeavour to:

- I. Comply with and exceed all relevant regulatory requirements.
- II. Continually improve and monitor environmental performance.
- III. Continually improve and reduce environmental impacts.
- IV. Incorporate environmental factors into business decisions.
- V. Increase employee awareness and training.
- VI. Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- VII. Minimise toxic emissions through the selection and use of efficient equipment.
- VIII. Actively promote recycling both internally and amongst its customers and suppliers.
- IX. Source and promote a product range to minimise the environmental impact of both production and distribution.
- X. Meet or exceed all the environmental legislation that relates to the Company.

4.0 AREAS OF APPLICATION OF ENVIRONMENTAL RESPONSIBILITY

As a technology consulting firm that doesn't make use of heavy machinery as part of its operations, SoftSkan Limited accepts responsibility in environmental management in areas relevant to our operations as described under the headlines below:

4.1 Paper

- I. We will always minimise the use of paper in the office.

- II. We will always reduce packaging as much as possible.
- III. We will always seek to buy recycled and recyclable paper products.
- IV. We will always reuse and recycle all paper where possible.

4.2 Energy and Water

- I. We will seek to reduce the amount of energy used as much as possible.
- II. Lights and electrical equipment will always be switched off when not in use.
- III. Heating will be adjusted with energy consumption in mind.
- IV. The energy consumption and efficiency of new products will always be taken into account when purchasing.

4.3 Office Supplies

- I. We will evaluate if the need can be met in another way before purchasing new supplies
- II. We will evaluate if renting/sharing is an option before purchasing equipment.
- III. We will evaluate the environmental impact of any new products we intend to purchase.
- IV. We will favour more environmentally friendly and efficient products wherever possible.
- V. We will reuse and recycle everything we are able to.

4.4 Transportation

- I. We will reduce the need to travel, restricting to necessity trips only – this will especially be applied to working with our clients
- II. We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- III. We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- IV. We will favour 'green' vehicles and maintain them rigorously to ensure on-going efficiency.

4.5 Maintenance and Cleaning

- I. Cleaning materials used will be as environmentally friendly as possible.
- II. Materials used in office refurbishment will be as environmentally friendly as possible.
- III. We will only use licensed and appropriate organisations to dispose of waste.

4.6 Monitoring and Improvement

- I. We will comply with and always make best effort to exceed all relevant regulatory requirements.
- II. We will continually improve and monitor environmental performance.
- III. We will continually improve and reduce environmental impacts.
- IV. We will incorporate environmental factors into business decisions.
- V. We will increase employee awareness through training.

- VI. We will review this policy and any related business issues on a quarterly basis.

4.7 Culture

- I. We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- II. We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- III. We will provide staff with relevant environmental training.
- IV. We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- V. We will use local labour and materials where available to reduce CO2 and help the community.