

SURF WORLDWIDE SUSTAINABILITY POLICY

Policy No.	SURF-SUS-2015-12-001
Policy Subject	<u>SURF WORLDWIDE</u> SUSTAINABILITY POLICY
Author:	DIRECTOR; HEALTH, SAFETY AND ENVIRONMENT
Responsible	Chief Executive Officer
Endorsing Body	Chairman of Board of Directors
Assurance Committee	Business, Sustainability & HSE Group
Implementation Date	Dec, 2015
Responsible Person(s)	DIRECTOR, OPERATIONS, BUSINESS DEVELOPMENT, SUPPLY CHAIN.

1. **INTRODUCTION**

SURF WORLDWIDE's vision is becoming the most Elected, most Reliable, and most Viable **WORLDWIDE**.

SURF WORLDWIDE's Vision is also including overall sustainability strategy annually reviews and reports on all activities and other actions on the Sustainable Development for **SURF WORLDWIDE**. Through this policy, **SURF WORLDWIDE** commits to ensuring that sustainability strategy is fully incorporated in all our work both as a global and domestic, as well as a means to overcome all issues and encountered problems and obstacles for business continuity and timely deliverability. Working with others, **SURF WORLDWIDE** seeks to promote sustainability strategy realization for all vendors, suppliers and customers. This policy will be implemented in the context of local and international legal environments.

SURF WORLDWIDE recognizes all arrangements put in place to achieve the best business practices and sustainability to deliver its quality and environmental commitments as part of the Organization's Mission as well as Quality Management System are considered as main part of this Policy and shall be applicable throughout all premises in which **SURF WORLDWIDE** has a controlling interest.

2. **PURPOSE**

This policy represents **SURF WORLDWIDE**'s commitment to take a cohesive and coordinated approach to reduce the impact on the environment and strive to protect, improve and enhance the environment where possible.

The purpose of the Policy is to:

- **Energy** - Minimise the use of energy and water in all **SURF WORLDWIDE**'s premises.
- **Pollution** - Identifying, updating and promoting technologies and actions necessary to reduce emissions of greenhouse gases within **SURF WORLDWIDE**'s properties and the wider community where we have a role / participation.
- **Transport** - Reducing the social and environmental impacts arising from fleet vehicles and staff travel and encouraging the use of more sustainable modes of transport for all business trips and journeys.
- **Waste** - Minimizing waste by invoking the best practicable environmental options and procedures by eliminating, reducing, reusing, and recycling the waste where possible.
- **Natural and built environment** - Protecting, conserving, and enhancing the environment including landscape character, habitats and heritage and promoting biodiversity and local distinctiveness.
- **Environmental education** - Raising awareness via staff training and scheduled staff engagement programmes.
- **Procurement** - Ensuring purchasing power is applied to reduce negative environmental impacts and to improve the environmental standards of products and services used. In addition, implementing working practices which have the greatest contribution to sustainable progress.
- **eHealth** - Ensuring that **SURF WORLDWIDE**'s strategy addresses the environmental and sustainability impacts and adopting the available technologies that have greatest contribution to sustainable development.

3. **CORE PRINCIPLES**

SURF WORLDWIDE core principles of Sustainability are:

- To ensure that **SURF WORLDWIDE** complies with all legislative, International and Government Policy requirements.
- To use **SURF WORLDWIDE** Assessment Model to improve the Boards sustainable development performance by developing an integrated approach to managing corporate environmental, social and economic impacts.
- To meet and where possible perform better than **SURF WORLDWIDE** smart objects and targets for reductions in energy and greenhouse gas emissions.
- To develop and maintain an effective corporate Environmental Management System using Corporate Greencode

to monitor continuous improvement in environmental performance.

- To minimise the impact of CO2 emissions from the fleet of vehicles and trips by implementing actions stipulated in the Green Travel Plan.
- Encourage [SURF WORLDWIDE](#)'s staff as well as other Partners to save energy through the awareness material and by providing training opportunities and at induction.
- To ensure that environmental aspects are well considered when procuring goods, materials, equipment and services and to work with business partners who do have same concept or at least are environmentally responsible.
- To promote the waste minimization principal and reduce the amount of waste to landfill whilst maximizing opportunities for reuse and or recycling in line with The applicable Regional/International Waste Regulations. The Steering Group will report directly to the Sustainability and Environment Group on these matters.
- To adopt the International Waste Framework Directive hierarchy for the management of waste with the target of zero waste agenda.
- To protect natural habitats through the efficient use of resources and maintaining [SURF WORLDWIDE](#)'s constructions , grounds and gardens in a responsible manner.
- To procure facilities in compliance with all current legislation and that are designed to meet the applicable international standards.
- A Risk Register will be maintained, controlled and managed by the Sustainability and Environment Group

4. **WHAT WE NEED TO DO TO IMPLEMENT THE GENDER EQUALITY POLICY – COMMITMENTS**

In order to enact these principles, [SURF WORLDWIDE](#) will fulfil the following 13 commitments and ensure that they are monitored, evaluated and reported on as part of [SURF WORLDWIDE](#)'s responsibility and accountability.

1. [SURF WORLDWIDE](#) considers Sustainable Development is an integral part of its commitment to ensure the health and wellbeing of the communities we serve.
2. [SURF WORLDWIDE](#) contains the environmental impact of its activities to a practical minimum consistent with its responsibilities in providing high quality service and will strive to perform the best and in particular seek to comply with all legislative and Government Policies requirements,
3. [SURF WORLDWIDE](#) adopts the Corporate Assessment Model to assist the Board in developing an integrated approach to managing corporate environmental, social and economic impacts.
4. [SURF WORLDWIDE](#) adopts the Greencode as essential driving key of the Environmental Management System to measure its current performance and monitor continual improvement in line with the International key sustainability objectives.
5. [SURF WORLDWIDE](#) promotes the efficient use of energy for the reduction of energy and greenhouse gas emissions.
6. [SURF WORLDWIDE](#) develops plans to measure the short and long term effects of climate change and develop appropriate management and mitigation solutions to remove or reduce these risks.
7. [SURF WORLDWIDE](#) procure functionally suitable goods/requirements in compliance with environmental legislation.
8. [SURF WORLDWIDE](#) promotes suppliers whose environmental policies and practices are in accord with our own.
9. [SURF WORLDWIDE](#) Provide induction / awareness material and ensure that all staff are aware of how they can contribute to the overall performance.
10. [SURF WORLDWIDE](#) promotes waste minimization for the impact of waste by promoting reuse and recycling where appropriate.
11. [SURF WORLDWIDE](#) encourages the enhance of natural beauty and biodiversity within all sites by maintaining all grounds and gardens in an environmentally sound manner.
12. [SURF WORLDWIDE](#) protects natural habitats, through the efficient use of natural resources and reduce pollution.
13. [SURF WORLDWIDE](#) maintains Risk Register and encourage the support of staff at all levels working for or on behalf of [SURF WORLDWIDE](#) and through the development, implementation and regular review of policies and procedures.

5. **SCOPE OF APPLICATION**

This policy applies across [SURF WORLDWIDE](#)'s organization and to all [SURF WORLDWIDE](#) Employees and Related-Personnel.

This Policy is for use across all business activities of [SURF WORLDWIDE](#) in its own premises and in those shared with business partners. The Policy is intended to benefit.

- Staff
- Business Partners
- Service users

The Stakeholders have been identified as follows,

- Staff
- Clients
- National Agencies
- Contractors

6. **RESPONSIBILITIES**

a. **All SURF WORLDWIDE Employees and Related Personnel**

It is the responsibility of all [SURF WORLDWIDE](#) Employees and Related Personnel to uphold the Core Principles and Commitments of this policy.

b. **Directors, Senior Managers, Supervisors and Human Capital Managers**

Senior Managers, Supervisors and Human Resource Managers must ensure that all [SURF WORLDWIDE](#) Employees and Related Personnel understand and comply with this policy. Health, Safety, Quality and Environment Managers are responsible for robust induction and training as per this Policy Commitments, whilst Senior Managers and Supervisors are responsible for performance management to ensure the implementation of the policy.

c. **SURF WORLDWIDE Members, Affiliates and Candidates**

[SURF WORLDWIDE](#) Members, Affiliates and Candidates will ensure this policy is implemented, monitored and reported against every two years to the National Directors Committee.

[SURF WORLDWIDE](#) Members, Affiliates and Candidates are responsible for defining work plans and procedures to uphold and operationalize this policy. [SURF WORLDWIDE](#) Lead Members will provide the necessary support to all forms of [SURF WORLDWIDE](#) engagement including regional offices; country offices and others.

[SURF WORLDWIDE](#) Lead Members will ensure Country Offices have in place the resources to implement this policy.

d. **SURF WORLDWIDE's Policy Management**

[SURF WORLDWIDE](#) Executive Secretariat will coordinate oversight of this policy and review and update as required. [SURF WORLDWIDE](#) Executive Secretariat will provide support to the Directors on the collection and analysis of reporting against the policy.

7. **ASSOCIATED POLICIES**

This policy is complementary to the set of standards that all [SURF WORLDWIDE](#)'s employees are required to adhere to in the [SURF WORLDWIDE HSE and QMS](#) and any further codes or related policies defined by [SURF WORLDWIDE](#) Members, Affiliates, Candidates and Country Offices.

This Policy is also a response to [SURF WORLDWIDE](#)'s accountability to the communities it works with and is therefore to be operationalized as part of the Overseas [SURF WORLDWIDE](#) Accountability Framework.