

# GREEN OFFICE POLICY OF SIGNATUREGLOBAL (INDIA) LIMITED

**(Formerly known as Signatureglobal (India) Private limited)**

(Approved by the ESG Committee on 03.03.2024)

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# Green Office Policy

Updated: 03<sup>rd</sup> March 2025

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## 1. Vision

Signatureglobal (India) Limited is committed to embedding environmental responsibility into the way we **work, operate, and collaborate across all office locations**. As a sustainability-focused real estate leader, we recognize that everyday choices in our workplace can cumulatively drive meaningful environmental impact. This Green Office Policy serves as a blueprint to minimize our footprint, empower employees, and model climate-conscious operations.

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## 2. Objective

The objective of this policy is to **integrate green office principles** into our day-to-day corporate operations — reducing energy and water use, managing waste responsibly, and fostering a culture of sustainability within all Signatureglobal (India) Limited's office spaces.

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## 3. Core Commitments

### 3.1 Operational Efficiency and Compliance

- Comply with all **local environmental regulations**, while striving to exceed minimum compliance where feasible
- Align with **internal Green Office Management Guidelines**, including targets for resource efficiency and procurement

## 3.2 Resource Optimization

- Reduce electricity use through:
  - Light-emitting Diode (LED) lighting, motion sensors, and daylight harvesting systems
  - Energy-efficient Heating, Ventilation, and Air Conditioning (HVAC) systems and temperature control policies
- Minimize water use through:
  - Water-efficient fixtures (taps, flushes)
  - Preventive maintenance and real-time leak alerts
- Promote a **paper-lite office** through digital workflows, cloud-based collaboration, and e-documentation systems
- Use only **eco-labelled office supplies** (e.g., recycled paper, refillable cartridges, biodegradable cleaning agents)

## 3.3 Waste Minimization and Recycling

- Implement **source segregation** bins for dry waste, wet waste, and e-waste at all office locations
- Avoid single-use plastic across office facilities and encourage **reusables** for pantry and events
- Partner with responsible recyclers for safe disposal of electronic waste and office hardware

## 3.4 Awareness and Engagement

- Conduct **employee awareness campaigns**, green week challenges, and sustainability training modules
- Recognize and reward green champions or departments demonstrating significant resource savings
- Host periodic knowledge sessions on topics like carbon foot printing, biodiversity, and sustainable commuting

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# 4. Green Office Audits and Performance Tracking

- Conduct **internal green office audits** annually to evaluate energy, water, and waste performance
- Periodically review **KPIs and improvement areas** across departments and office facilities
- Publish internal dashboards or ESG reports that reflect office-level environmental performance

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## 5. Continuous Improvement and Innovation

- Evaluate adoption of emerging green office technologies (e.g., smart plugs, occupancy-based ventilation)
- Assess feasibility of **rooftop solar panels**, **rainwater harvesting**, and **indoor air quality monitors** in large office hubs
- Engage with **third-party certifiers** (e.g., Indian Green Building Council) (IGBC) Green Interiors, IFC EDGE) to benchmark performance

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## 6. Oversight and Review

The **Facilities Management Team (also known as the Operations Team)** and the **ESG Steering Committee (also known as the ESG Committee)** will jointly:

- Oversee implementation of this policy
- Review performance quarterly
- Update guidelines in line with environmental trends, staff feedback, and office expansion plans

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*“A greener workplace is not just a sustainable goal—it’s a Signature way of working.”*