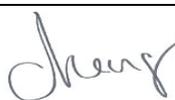


 <b>DTC WORLD CORPORATION PTE LTD</b> <small>Premiums &amp; POS Merchandise</small>	<b>Number</b>	<b>PO 02</b>
	<b>Revision</b>	<b>07</b>
<b>ENVIRONMENTAL POLICY AND GUIDELINE</b>	<b>Date</b>	<b>12 Apr 2023</b>

**Revision & Distribution**

Para. No.	Rev. No.	Brief Description of Change	Distribution Date	Copies
All	00	Initial Release	1 Jan 2016	Only Electronic
	01	Reviewed and updated	1 Jan 2017	
	02	Reviewed and updated	4 Jan 2018	
	03	Reviewed and updated	12 Jan 2019	
	04	Reviewed and updated	4 Jan 2020	
	05	Reviewed and updated	12 Jan 2021	
	06	Reviewed and no change	11 Mar 2022	
	07	Reviewed and added Biodiversity into focus areas, added sentence on "tracking GHG emissions", update waste management concept in office environmental guideline from 3R to 5R	12 April 2023	
<b>Authority</b>	<b>Title</b>		<b>Signature</b>	<b>Date</b>
Prepared by Hon Chun	Project Executive (Sustainability)			12 Apr 2023
Approved by Yee Chin	General Manager			12 Apr 2023

## **ENVIRONMENTAL POLICY**

### **INTRODUCTION AND PURPOSE**

Environmental impacts are inevitable to manufacturing and production businesses. At DTC, we strive to uphold environmental practices in our business dealings. We seek to continuously manage our environmental impacts, risks and opportunities in order to reduce the cost of doing business and protect and enhance the environment in which we operate. DTC is committed to reducing the impact of our activities on the environment and is encouraging our suppliers and customers to use sustainable resources, also disseminate good practice with other companies.

This Environmental Policy aims to create a framework for understanding and managing our direct and indirect environmental impacts.

### **SCOPE**

This policy applies to the management, employees and external stakeholders such as suppliers in DTC.

### **ENVIRONMENTAL COMPLIANCE**

We are committed to complying with, or exceeding, the requirements of environmental legislation relevant in all areas in which we operate.

### **FOCUS AREAS**

DTC's Environmental policies basically focus on the following areas:

#### **1) Energy/ Water Consumption & GHG**

Climate change and global warming as the main human societies' threats are fundamentally associated with energy consumption and GHG emissions. At DTC, we strive to minimise our water/energy consumption (e.g. electricity, fuel) used during operations and transportation, track GHG emissions more accurately and reduce our greenhouse gases (both direct and indirect emissions).

#### **2) Materials, Chemical and Waste**

DTC is committed to reducing and conserving natural resources from land, air and water. We are committed to practice the 5Rs: Rethink, Refuse, Reduce, Reuse & Recycle in our business activities. We engage with our suppliers through our environment guideline to spur on improvements in our supply chain, including legal compliance, no deforestation, soil and water management, pollution and biodiversity.

We only buy materials that we need. Instead of throwing away our used materials/items, we reuse them when possible. We recycle our waste when possible, to reduce the amount of waste sent for incineration and landfill.

We strive to ensure that chemical materials used by our suppliers are handled safely, (properly transported, recycle, reused or disposed).

Waste and Pollution of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

### 3) Local Pollution

DTC is committed in reducing and mitigating all land/air/water pollution in all our business activities.

### 4) Sustainable Consumption & Recycling & Product life Span

We aim to promote sustainable consumption, recycling and extending product life span that reduce environmental stress while continuing to meet the expectations of our customers. And work to identify opportunities to minimise the potential environmental impacts of DTC products or activities.

- **Customers**

Sustainable choices can be made through meaningful company-customer engagement. We endeavor to do our part in ensuring our customers are aware of sustainable choices. We are committed to provide customer information on the product material, and whether the material is recyclable at the end of the life cycle, thus allowing them to make informed decision.

- **Eco-Friendly Product Range**

We shall continuously source for reasonably priced good quality sustainable products and also new sustainable materials

- **Packaging**

We encourage sustainability packaging or do without packaging whenever possible.

- **Product Life Span**

We strive to provide good quality products that will prolong the product life span.

### 5) Customers Health & Safety

We are committed to comply with the law and protect consumers by ensuring that our products are safe. All products, especially food contact products, products meant for infants and children, electrical and electronics items are to pass through stringent tests according to EU standards. Clear usage instructions and possible hazards are to be stated on the products.

DTC World Corporation Pte Ltd is committed to total customer satisfaction by delivering quality products on time. We aim to fulfil our customer requirements at the highest level, and actively promote a culture of continual improvement. We are committed to involve every individual in taking pride in their personal contribution towards this commitment.

### 6) Biodiversity

DTC World recognize the critical importance of biodiversity conservation and the potential impact of our operations on animals, endangered species, land protected areas, and ecosystems. We respect the intrinsic value of all forms of life and the ecosystems that support them. Our primary goal is to protect and preserve these ecosystems and their unique biodiversity.

We understand that human activities can impact biodiversity through resource extraction and land use. We commit to practicing sustainable resource management, minimizing our ecological footprint, and

promoting responsible consumption. Sustainable practices are integrated into our operations, procurement, and supply chain management to minimize biodiversity loss and promote responsible resource use.

In cases where ecosystems have been degraded or lost, we will endeavor to restore habitats to their natural state to support biodiversity recovery and maintain ecosystem services.

## WHISTLEBLOWING

Report if you see irregularities such as -

- Product that are unsafe for consumers
- Excessive Use of Water/ Paper
- Mishandling of Chemical Products
- Electrical Appliances not switched off after usage
- Room Lights/ Air Con not switched off after work

Informants can report cases through the below whistleblowing channels:

Receiving Officer: General Manager.

Hotline : **+65 97299116**

Wechat: yeechin77

Email : [whistleblowing@dtcworld.com](mailto:whistleblowing@dtcworld.com)

Feedback Box: at the entrance near to DTC office.

Office Address: 7 Gambas Crescent, #05-24 ARK @ Gambas, Singapore 757087

## POLICY BREACH

As part of this commitment, all non-environmental practices shall be regarded as unacceptable and will not be tolerated. Failure to comply with this policy, whether or not is intentional, may lead to disciplinary action (Up to and including dismissal).

Employees will be required to confirm that they have read and understood to the policy and that they comply with its terms as part of their ongoing employment assessment processes. All relevant employees will be required to attend training to support the guidance in this policy.

## ROLES AND RESPONSIBILITIES

Person in Charge	Roles & Responsibilities
CEO	Responsible for policy approval
Managing Director	Owns, endorses and ensure the implementation of the policy.
General Manager	Responsible for ensuring this policy and related standards are implemented and adhered to and that all relevant employees are made aware of the policy and its requirements. Ensure local compliance with the policy, including adequate control measures to eliminate or reduce risks to express behaviors in breach of the policy. Provides specific advice on environmental issues and dilemmas and ensures that environmental issues are identified and addressed. Audits, reviews, measures and reports on environmental performance.

Management, employees and contract	Comply with the letter and spirit of the policy. Engage and take responsibility for ensuring that all initiatives are developed in line with the policy.
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**DEVIATIONS**

No exemptions from this policy can be granted unless there are exceptional circumstances or the policy is obviously not applicable. All requests for exemptions must be made in writing to the policy owner. The policy owner must assess and decide on each request individually. Exemptions must be duly logged and documented

**POLICY REVISION**

This policy must be regularly reviewed in order to ensure its continued adequacy and relevance. It can be amended with the approval of CEO.



Name & Signature: \_\_\_\_\_  
Designation: CEO



Name & Signature: \_\_\_\_\_  
Designation: Managing Director

## OFFICE ENVIRONMENTAL GUIDELINE

At DTC, we strive to uphold environmental practices in our office and warehouse. We seek to manage our environmental impacts, risks and opportunities in order to reduce the cost of doing business, and to protect and enhance the environment in which we operate.

The purpose of this Office Environmental Guideline is to create a framework for understanding and managing our direct and indirect environmental impacts.

### Water Conservation

- Report any leaks in pantry and toilets to facility management immediately
- Fix toilet and tap leaks immediately once reported
- Use water-saving taps in our office
- Turn off the tap tightly to avoid drips
- Avoid washing up under running taps
- Switch off the tap when soaping the dishes
- Installing water-saving kit on all taps
- Half and full flush options in toilets
- Water that is no longer consumable would be used to water office plants
- Educate staff on the half and full flush options in toilets
- The poster is put up to educate our employees on water-saving techniques that they can implement at work and at home.
- Staff are encouraged to identify and implement water-saving ideas.

### Paper Conservation

- Only print when necessary
- Purchase paper supplies from sustainable sources with environmentally preferred labels PEFC, FSC
- Print in black and double sided whenever possible
- Reuse paper for personal note taking whenever possible
- Avoid shredding paper unless necessary
- Reuse envelopes whenever possible
- Use technology like Email, Cloud storage, Internet and document scanner to reduce paper usage.
- Inter-office communications done electronically.
- Submit purchase orders and requests via email
- Use mobile devices or overhead projectors to display meeting agendas rather than printing and distributing them.
- Pay bills via e-billing programs when possible.
- Green Invoicing Scheme: All clients are given the opportunity to subscribe to our electronic Green Invoicing scheme and are encouraged to designate a recipient email address for the forwarding of invoices, statements and reminders from our accounts department. All suppliers are encouraged to send their electronic invoices in pdf format to a designated email address instead of physical invoices.

## **Energy Conservation**

- Keep all air conditioning at 25'C and above
- If the air conditioning is switched on, ensure all windows and doors are tightly closed
- Use all led lighting for our office and warehouse.
- Warehouse light to be switched off when no one is there.
- Switch off lights in a room if everyone is going to be out of there for longer than a few minutes at a time
- Ensure all lights, air-conditioning and electronic appliances are switched off before leaving your work station and other areas in the office.
- Reminders are put up to remind employees to switch off the lights & aircon when not in use. These include lights in bathroom, kitchen areas, and meeting rooms.
- Poster is put up to remind employees to unplug charger from electrical outlet once their electronics appliances such as laptop, handphones and power banks are fully charged
- We have a strict everything off at night rule. Upon leaving the office, all our equipment must be switched off at the main plug, except for refrigerator.
- Use Energy Efficient Electrical Appliances like Water Dispenser and Refrigerator.
- Computers and other Electronics
  - Ensure that both your CPU and monitors are switched off when not in sue
  - Remove screen savers from computers as they will still consume energy
  - Activate sleep or hibernate mode on whenever you be away from your desk for more than 15minutes.
- Ensure that refrigerator is tightly closed before leaving

## **Waste Management**

### **Aim to follow the 5R. Rethink, Refuse, Reduce, Reuse & Recycle**

- Always rethink and look for sustainable alternatives for our business operation, e.g., using plastic pallets to replace the corrupted wooden pallets as they are more durable and have a longer life span
- Refuse drinking bottled/cans/packet drinks. Bring your own mug or bottle when buying drinks
- Reduce the use of disposables as much as possible by using the cutlery and ceramic cup in the office provided
- Pack your lunches in reusable food containers, avoid accepting disposables for take-aways during lunch. Stainless steel lunchbox and cutleries are provided in the office pantry
- Donate or sell away unwanted product samples and outdated stock
- If things break, repair them or have them repaired.
- Recycling bins are located near our office entrance for Paper, Plastic, Metals respectively Empty recyclable containers of content. Rinse them if necessary.
- There is a waste paper recycling box next to the printers.
- Deposit the recyclables into the recycling chutes or recycling bins, Leave nothing outside
- Do not put any food and liquid waste, tissues, lightbulbs or batteries into the recycling bin.
- Our housekeeping auntie empties the recycling boxes and organize bottle/can returns twice a week. Every week, Semb Waste will come to our building to collect the recycled waste.

- Dispose Electronic waste in the company to RENEW (REcycling the Nation's Electronic Waste) E-waste recycled bins. The one that is nearest to our company is located at Woodgrove Community Club, Level 1 and Causeway Point. For bigger electronic waste, we will arrange collection by calling 66353639.
  - Types of Electronic Wastes include: Cable, Mouse, CDs/DVDs/Electronic Items/Hard Drives, Keyboards/Laptops/Lithium-ion Batteries/Mobile Phones/Routers/Telephone/Wires
- When replacing computer equipment, donate to charity or giving to employee who needs them for personal use. If not, take it to E-waste recycled bins.
- Warehousing
  - Fill our carton boxes to the maximum space to reduce waste
  - Plan and fully stack up our carton boxes on the pallet to fully utilize the pallet space to reduce the amount of pallet used
  - Collect thrown away pallets that are in good condition from customers and forwarders
  - Reuse pallets, carton boxes, stuffing and packaging materials that is still in good conditions
  - Shrinkwrap only 2-3 layer instead of multiple layers
  - Use our office Shredded Paper as Loose Fill whenever possible
  - Recycle carton boxes that are no longer in good condition

## Transportation

- Fuel Consumption
  - Fuel efficient driving techniques note has been pasted in cars to remind all drivers to practice fuel-efficient driving techniques.
  - Schedule regular for vehicles every 3-6 months to ensure the vehicles are in top performing condition.
  - Drivers to maintain air conditioning temperature at 24'C
  - Staff to co-share company vehicles when heading towards the same area for meetings.
  - Sales representatives are encouraged to arrange online meetings with customer instead of face-to-face meeting to reduce the use of transportation.
  - Employees are encouraged to consider their travel arrangements through carpool service, use of public transport, walking/cycling to and from work, or meetings with clients.
- Air/Sea Freight
  - Use Sea Freight for goods shipment. Plan 3-6 months ahead of promotion to ensure there is ample time for production and sea shipment.
  - Discourage customers from using air freight.
  - Logistic Exe to work with sea freight forwarder to arrange for more frequent sea shipments, source for vessels with shorter transit time, etc.
  - Procurement to expand our factory network to shorten the distance between our client location and our factory.
  - Consolidate goods into 1 full 40ft container



Name & Signature: \_\_\_\_\_  
Designation: CEO



Name & Signature: \_\_\_\_\_  
Designation: Managing Director

## GREEN PROCUREMENT GUIDELINE

Green procurement is rooted in the principle of pollution prevention, which strives to eliminate or reduce risks to human health and the environment. It means evaluating purchases based on various criteria, ranging from the necessity of the purchase in the first place to the options available for its eventual disposal.

DTC pays attention to the preservation of the global environment in its procurement activities, and it is believed that this will lead to the company fulfilling its corporate social responsibility. Here in DTC, we are committed to sourcing and purchasing goods and services less environmentally damaging than comparable alternatives.

DTC includes the following considerations in procurement decisions.

- Only buy if necessary. Always apply the 5Rs: Rethink, Refuse, Reduce, Reuse & Recycle. Always try to find ways to cut down on the things we are using instead of switching to eco-friendly alternatives. Where we cannot use less, use smarter.
- Consider the Energy Label and other equivalent energy ratings.
  - ✓ EPEAT and the Singapore Energy Label determine the equipment with a higher energy performance than products that do not. Without an energy label, DTC will seek to purchase equipment that operates at the necessary efficiency level.
  - ✓ Consider the Water Efficiency Label and other equivalent energy ratings to determine the equipment with a higher water-saving than equipment that does not.
  - ✓ Consider Paper with PEFC or FSC labelling and other equivalent ratings to determine that the paper is made from forest materials with approved sources.
  - ✓ Consider tissue and toilet rolls with FSC labelling and other equivalent ratings to determine that the tissues are made from forest materials with approved sources.
- Undertake global environmental conservation measures within the company on mitigating and adapting to climate risks and impacts.
  - ✓ Buy office suppliers made from environmental products or products made by companies that are committed to environmental stewardship. And buy items in bulk rather than individually packaged items to reduce packaging wastage.
  - ✓ Choose to purchase a product from a supplier because it has less packaging than a comparable product, for instance, or choose a product because it contains recycled material while another doesn't.
  - ✓ Consider environment-friendly cleaning products, not buying or less bottled/can/packet drinks, non-disposable plastics alternative, to look for and purchase products made from post-consumer content (materials have been collected back from previous products and remade into new ones)
  - ✓ Consider non-disposable plastics alternative e.g., steel cutlery instead of disposable cutlery.
  - ✓ Consider environment-friendly cleaning products.
  - ✓ Consider not buying or less bottled/can/packet drinks.
  - ✓ Look for and purchase green products such as staple-less staplers and pens that can be repeatedly refilled rather than sent to landfills.
  - ✓ Look for and purchase products made from post-consumer content (materials have been collected back from previous products and remade into new ones), such as paper and plastic products.
  - ✓ Install motion sensors infrequently accessed areas with short duration visits. E.g., toilets, corridors.
  - ✓ Purchase and use a multifunction printer rather than separate machines for different functions: scan and/or fax and print. Be sure the printer purchased has duplexing (the ability to print on both sides of a piece of paper) and eco/energy-saving features.

- ✓ Extending the life span of used equipment, e.g., laptops, scanners, and printers, by donating to charity or giving to employees who need them for personal use.
  - ✓ Procurement of recycled/part-recycled products to optimize resource consumption.
  - ✓ Monitor, evaluate sustainability performance, and identify improvement opportunities.
  - ✓ Demand minimal packaging on the products we order
- Consider the social and ethical impacts of potential purchases, such as the labour and welfare conditions of workers involved in the production process
    - ✓ Consider prioritising ethically sourced products, such as those which adhere to fair-trade principles, or those which are made without exploitative practices and human rights abuses
    - ✓ Avoid procuring from companies which engage in human rights abuses, such as those using child labour, inhumane employee treatment, slavery etc.
    - ✓ Avoid companies which disregard health and safety regulations which will put their workers at risk
    - ✓ Be aware of companies with potentially dubious business ethics practices, such as those involved in bribery or corruption of any sort. Conduct background checks when in doubt
    - ✓ Do refer to DTC's supplier code of conduct and supplier management system documents for clear guidelines when looking for potential suppliers



Name & Signature: \_\_\_\_\_  
Designation: CEO



Name & Signature: \_\_\_\_\_  
Designation: Managing Director