

# BUREAU VERITAS OPERATIONAL ECO-EFFICIENCY POLICY

GROUP QHSSE

VERSION	DATE
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PUBLIC      INTERNAL      RESTRICTED      SECRET

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**BUREAU  
VERITAS**

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The present policy purpose is to define the actions decided by Bureau Veritas to reduce its operation CO2 emissions and its environmental impact. It is aligned with our four corporate values:

- TRUSTED – “We are here to create trust”
- RESPONSIBLE – “We leave our mark responsibly”
- AMBITIOUS AND HUMBLE – “We demonstrate ambition with Humility”
- OPEN & INCLUSIVE – “We believe in the strength of diversity”

It applies to all Bureau Veritas operational entities and subsidiaries. It gives guidance for local policies.

## 1 - Definition

**Eco-efficiency** is all about reducing ecological footprint to a minimum while at the same time maximizing efficiency. Specifically, maximizing the efficiency of a company’s production process. It is a management philosophy that many companies across the world have adopted. Eco-efficient companies use less water, material, and energy while recycling more.

Companies that embrace this management philosophy also strive to eliminate hazardous emissions or by-products. They aim to reduce their **ecological impact**. Eco-efficient companies try to reduce human demands on our ecosystem, i.e., they try to reduce the **ecological load**.

To put it simply, eco-efficiency means being an efficient business while at the same time protecting our Planet. It applies to every aspect of the business, from producing and purchasing to distribution and marketing.

## 2 - Main features

The *World Business Council for Sustainable Development (WBCSD)* put forward the Eco-efficiency concept in 1991. It defines eco-efficiency as:

**Eco-efficiency = Product or service value / Environmental influence**

Implementing eco-efficiency measures gives businesses a greater understanding of their activities and impacts as eco-efficiency requires the development of organisational, financial and environmental profiles. In addition, businesses using eco-efficiency principles are more profitable and competitive as they use less virgin resources, water and energy, generate less waste and pollution, improve production methods, develop new products or services and use or recycle existing materials.

The main aspects of eco-efficiency are:

- Reduction of energy, water and virgin material use
- Reduction of waste and pollution levels
- Extension of function and therefore product/service life
- Incorporation of life cycle principles
- Consideration of the usefulness and recyclability of products at the end of their useful life
- Increased service intensity (value created / environmental impact)

Operational eco-efficiency measures are integrated into the Group management and environmental plans, policies and strategies. They will be part of our Environmental Management System. They will be audited and reviewed once a year during the management review.

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### 3 - Bureau Veritas eco-efficiency priorities

As a service company Bureau Veritas has limited impact on the Environment, on CO2 emissions and on Climate. However, Bureau Veritas is committed to reduce its environmental impacts.

Our objective is to reduce the Group CO2 net emissions\* by 50% in 2025 and to be CO2 neutral in 2030.

(\* ) CO2 net emissions correspond to the volume of CO2 emitted balanced by the usage of green energy and the offsetting of carbon emission.

This policy focuses on the major environmental impacts of Bureau Veritas. They are:

1. Laboratories energy and water consumption and waste management
2. Offices energy and water consumption and waste management
3. Company car fossil fuel consumption
4. Travel CO2 emissions
5. IT waste management and data storage CO2 emissions

Priority should be given to items 1, 3 and 4 that have the most important CO2 impacts at Group level. By acting with priority on these items, you will get the quickest and largest benefits.

The following requirements are part of the Group policy and are mandatory.

### 4 - Green Building policy

- Premises
  - a. For all buildings and laboratories with more than 100 persons:
    - Perform an energy efficiency audit to analyse energy consumption and costs
    - Set an action plan to reduce energy consumption and follow its execution
    - Use smart meters whenever available
  - b. Include energy consumption criteria when selecting new offices or labs
- Occupancy
  - c. Give priority to open space and flex offices for employees mainly located on site
  - d. Net surface per employee in offices must never be more than 10 m<sup>2</sup>/employee
    - The ratio corresponds to the office net surface (total surface – meeting rooms, lobby, corridor and other spaces not used as offices) divided by the number of employees
    - For offices not at target, a 24 months transition period is given to reach the expected ratio
  - e. One-person office should only be given to Directors (band III) and above

### 5 - Energy consumption policy

- Lab equipment
  - a. Give priority to low energy consumption equipment
  - b. Optimize oven utilisation rate. Switch them off when not used for a long period
- Lightning
  - c. Replace traditional light fixtures or bulbs with energy-efficient lighting
  - d. Instruct office occupants to switch off lights when leaving the room
  - e. Switch off office lights at night and during week-ends

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- Cooling and heating systems
  - f. Air temperature in the offices should always conform to local regulations if any
  - g. In addition, inside air temperature should not be below 22°C during hot seasons and above 22°C during cold seasons
  - h. Switch-off or reduce heating and cooling systems during night, week-end and holidays
  
- IT and data storage
  - i. Whenever possible, individual printers should be removed
  - j. Set printers by default to duplex printing, black and white printing with medium quality
  - k. Train employees:
    - to put computers on standby whenever possible
    - to clean individual data storage removing unused files

## 6 - Transport eco-efficiency policy

- Company car
  - a. Give priority to low emission vehicles such as hybrid, bio-fuel or electrical cars. It is mandatory for each country to have these choices available in their list of authorised cars.
  - b. Do not rent, lease nor buy company cars with more than 4-cylinder or emitting more than 130g of CO2 /km.
    - Exceptions can be made with the approval of the CCE (Country Chief Executive):
      - for situations requiring four-wheel drive cars
      - if market conditions are not adapted
  - c. Starting on January 2022 all newly acquired or leased vehicles for Excom members, Band I, II and III will have to emit less than 60g of CO2/Km.
    - Exceptions to this policy can be approved by the individual's N+1 on the following instances:
      - Employee's professional needs require a specific type of vehicle;
      - The <60g options in the country are too expensive or inexistent.

In scenarios of ambiguity, the OG HR and QHSE leaders can arbitrate the decision.
  
- Travels
  - d. Avoid travels whenever it is possible giving priority to video or telephone conferencing.
  - e. Prioritize train travel versus air travel.
  - f. Air travel should be restricted to essential only.
    - Essential is defined by:
      - The mission can only be executed with the physical presence of our employee(s) and cannot be replaced by remote intervention or electronic meetings.
      - For reference, please see below the emissions from a flight from London to Hong-Kong:
        - Direct flight 3.2Tons of CO2
        - Flight with 1 connection 3.7Tons of CO2
        - Direct flight in business class 6.1Tons of CO2

Therefore, OG's are requested to put the necessary controls in place to enforce the requirements above.

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- Commuting
  - g. When possible, encourage and support the use of public transport and other mobility schemes (bikes, car-sharing ...) for commuting purpose
  - h. For ride-sharing, only use companies approved by safety team, always use PPE and limit bike/scooter use
  - i. Authorise working from home (teleworking) when appropriate
  - j. Promote existing car-sharing or car-pooling systems
  - k. Use electrical cars for car-pooling when possible
  - l. Whenever it makes sense, fund shuttles for commuting

## 7 - Waste management policy

- Waste collection
  - a. Implement waste segregation (for paper, plastic, glass ...)
  - b. Train employees to sort waste
  - c. When possible, ensure waste collection suppliers do not mix wastes during collection, transfer and disposal
  - d. Ensure that disposal is done at a licensed facility
- Paper
  - f. Promote a policy recommending avoiding printing
  - g. Set printers' default options with printing pages on both sides, with 70g paper and draft quality printing
  - h. Use recycled or certified papers (such as FSC)
  - i. When possible, collect sorted waste paper and give it to a specialized waste collection company
- Plastic
  - i. Limit all plastic use
  - j. Prohibit plastic bag usage whenever it is possible
  - k. Ban using single use plastic - bottles, cups, glasses or plates
  - l. Do not mix plastic waste with paper waste
  - m. When possible, ensure recycling
- Electronic
  - n. Set a point of collection for electronic waste and batteries in each office building
  - o. Contract a specialized waste collection company able to collect sorted wastes
  - p. Extend electronic equipment life duration unless they become unfit (computers, printers)
  - q. Select computers and electronic equipment with low energy consumption
  - r. Move data storage to cloud servers or use ISO 50001 certified datacentres
  - s. Encourage electronic reports without printing
- Water
  - t. Consider installing water saver devices in toilets and automatic taps whenever possible
  - u. Maintain the supply system to minimise leakage

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- **Food**

- v. Consider greenhouse gas emissions and food waste when selecting a service provider for the staff canteen.
- w. When possible, ask the service provider to give leftover food to associations rather than throwing it away.

## 8 - Additional Group recommendations for energy saving

- a. Purchase green electricity when possible and at competitive cost
- b. Reduce the number lightning points
- c. Connect presence detectors to reduce the amount of time lighting is left on unnecessarily (it can save up to 60% of lightning energy cost)
- d. Select with priority low energy or certified green buildings using recognised certifications such as BBC, HQE, BREEAM, LEED or other national labels.
- e. Put curtains on windows expose to sun during the hot season
- f. Install solar panels and rain water collection systems in BV premises
- g. Install IS systems to switch-off automatically all connected devices at night
- h. Train employees in safe, responsible and eco-aware driving

## 9 – Access to Certificates of Origin and Offsetting mechanisms

Purchasing green energy is one of the best instruments we have at our disposal to reduce our CO2 foot print. There many ways to access the certificates of origin resulting from the acquisition of green energy, nonetheless, the company forbids the purchase of certificates of origin through brokers. The Head Office should handle the purchase of green energy using PPA's (Power Purchase Agreements), ensuring the appropriate Environmental and Financial balance for the enterprise.

On the other hand, at a local level it is possible to access offsetting mechanisms supporting reforestation projects or other carbon capture initiatives; however, before committing locally with such initiatives, the project must be approved by the QHSE Vice President in the Head Office.

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## 10 – Review and Control Process

The Group HSW & Environment Statements, Policies and Procedures are reviewed periodically when a significant change occurs. This document is uncontrolled once printed.

Validation and communication are ensured according to the Group documents management process.

QHSE Managers remain responsible for integration of this policy into their management system.

Compliance with this policy is ensured through:

- Group, Divisional, Operating Group, Regional, Country internal reviews
- External audits

Group audits will be based on the following checklist:

No.	Elements to be examined
1	Self-assessment has been done against this policy.
2	An action plan is defined to reach the requirements of this policy.
3	The action plan is validated by the top management and managed

## 11 – Associated Process Descriptions & Reference to Standards

Supporting and associated documents:

Title	Type	Location
Group QHSSE 112-PO Environment	Policy	Internal Website

Compliance to standards:

ISO 14001:2015

- 5.2 Environmental Policy
- 6.2 Environmental objectives and planning
- 8.1 Operational planning and control
- 9.1 Monitoring, measurement, analysis and evaluation

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## 12 – Document Validation and History

### Validation:

	Proposal	Verification	Approval
Name	Paulo Balagueiras		Paulo Balagueiras
Function	QHSE Vice President	QHSE Leaders	QHSE Vice President
Date	30/09/2021	30/09/2021	05/10/2021

### Revision History:

Version	Date	Comments
1	January 2020	Creation of the document
2	October 2021	Introduction of the 60g CO2/Km requirement Air travel – restricted use only Access to certificates of Origin and Compensation mechanisms