

# Sustainability Policy



# CEO Message for Sustainability

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Airswift is committed to fostering sustainability. As an international organization, Airswift recognizes and understands that businesses can have an adverse impact on the environment; therefore, we are committed to finding ways in which we can reduce the impact of our work and recognize that all individuals, clients, and suppliers play a key role in reducing the environmental impact of our daily operations.

A handwritten signature in white ink that reads "Janette Marx". The signature is fluid and cursive, with a large, sweeping flourish at the end.

**Janette Marx**

Chief Executive Officer

# Our Commitment

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- Integrate sustainability considerations into all business decisions
- Ensure compliance with all applicable environmental legislation and regulatory requirements
- Periodically review and evaluate our environmental performance
- Ensure awareness of this policy and of the environmental impacts relevant to this organisation among employees
- Work with our customers and partners to support them in their own environmental objectives and performance
- Continuously review and strive to improve our sustainability performance



# Environmental Sustainability

Airswift takes its responsibilities seriously in this respect and is committed to reducing the impact of its activities on the environment. We operate our facilities with the necessary permits, approvals and controls and continue to learn more and better ways to go beyond compliance with the environmental laws and standards that apply to us.

We recognise we have a key role and can have a positive impact on the environment by displaying good choices and using opportunities to encourage best practice. In this way, Airswift can help create more sustainable communities in which to live and work. Using the Reduce, Re-use & Recycle theory in all of our initiatives we encourage all employees to come up with ideas and participate in environmental programs for each business unit.

Airswift is proactively taking steps to reduce our carbon footprint. Although not an exhaustive list, examples of ways in which we are undertaking this include:

- Waste Reduction
- Energy Consumption
- Travel Requirements

## Waste Reduction

- We will only use licensed and appropriate organisations to dispose of waste
- We will encourage recycling of paper, cans, bottles and plastics by providing access to recycling bins within the business
- We will print less by encouraging double-sided printing whenever possible and printing only when necessary

- We will seek opportunities to recycle equipment and re-use consumables when no longer in use or required by the business

## Energy Consumption

- We will ensure responsible use of energy throughout the business
- Lights and electrical equipment will be switched off when not in use
- We will seek to purchase recycled and recyclable products whenever possible
- We will actively source environmentally friendly office supplies and promotional products

## Travel Requirements

- We will reduce our carbon emissions by encouraging alternative ways to travel to and from work, such as cycling, carpooling or using public transport where feasible
- We will reduce the need to travel by ensuring that all travel is pre-approved by management and is permitted only when there is a clear business need
- We will offer travel loans to employees who use public transport
- We will promote the use of technology, such as e-mail, video and conference calls to minimise travel needs
- We will commit to using low cost carriers and tourist/economy class for regional travel

# Office Policies

## Building Lead Initiatives

It is our responsibility as a company to consider the most energy-efficient, sustainable spaces when looking to sign a new lease, or when taking over new office space. Many new buildings are designed to operate at maximum efficiency and are ranked using various certifications such as LEED, NABERS, and BREEAM, depending on the country.

Although operating out of a certified building is ideal, sometimes it's not viable; however, there are various other tips that can help reduce energy use and increase sustainability:

- Evaluate and consider utilising Renewable Energy-Based suppliers where possible
- Obtain additional waste and sorting bins from building or management company
- Ensure all offices have clear signage to direct and guide on recycling policies

## Individual Office Lead Initiatives

- Set a schedule on the thermostat for AC or heating
- Setup office lighting on a timer
- Explore local carbon offset initiatives
- Assess lighting (i.e. do all lights need to be turned on during daylight hours?)

- Utilise technology recycling programs for old/broken computers, printers, etc. (with tech approval and wiping)
- Ensure windows are shut properly when running AC and heating

## Green Team Lead Initiatives

Airswift's people are the main driver behind creating a sustainable organization. Numerous initiatives can be taken to ensure the best possible practices towards a more efficient operation:

- Make a conscious effort to reduce printing and paper usage
- Research new supplier and client sustainability policies
- Educate staff about waste management and recycling opportunities at work and home
- Form office 'Green Teams' to promote and govern sustainability initiatives
- Implement shutting down computers, turning off lights, etc. when leaving the office
- Promote reusable coffee mugs, water bottles, etc. and limit the use of one-time-use plastics
- Where possible purchase products made from recycled materials (paper, office supplies, etc.)

# Community

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Since 2012, Airswift has made the initiative to actively serve the environment in our local communities and encourage sustainable living at home.

Over the last decades, Airswift has committed to serving our local communities and giving back in ways that help those in need. Whether it's providing a much-needed monetary donation, specific items or during times of disaster and emergency, Airswift have stepped up to provide support to our local communities.

On a global scale, Airswift teams have volunteered their time, donated money and resources to various organisations and causes, including food banks, children's homes and schools, hospitals and various medical facilities, churches and community outreach programmes, women's shelters, assisted living for disabled and elderly persons, animal shelters, and more. In times of emergency, various events and fundraising have been held for victims of natural disasters such as hurricanes, bushfires and earthquakes.



# Earth Week

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During Earth Week, Airswift holds a company-wide donation event. Airswift employees are asked to bring in things they no longer want,

like clothes, shoes, household items and more. Rather than throwing them away, we donate these items to a local charity organization.



# Training and Communication

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Airswift is committed to sustainability and strives to incorporate it into the overall company culture. As such, our Sustainability program initiatives and development include our Learning Management System (LMS), which provides training across the entire workforce and allows skill set acceleration. Training courses include, but are not limited to:

- Stakeholder Engagement
- Energy and Sustainability
- Carbon Footprint
- Carbon Management and Optimization
- Responsible Supply Chain



# Sustainability Ambassadors

The Sustainability Ambassadors are staff members in each region Airswift operates in, who act as champions putting forward ideas for innovation and collaborate with the rest of the business to promote sustainability efforts. The Sustainability Ambassadors work alongside the Chief Sustainability Officer

to analyze and predict Airswift's outlook, present stability, and environmental impact. The sustainability officer sets policy, goals and objectives to assure that Airswift maintains and even exceeds productivity, profitability, and meets or exceeds environmental policy.





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