



**Microlink Solutions Berhad** [Reg. No. 200301018362 (620782-P)]  
Ho Hup Tower – Aurora Place, 02-08-01 – Level 8, Plaza Bukit Jalil,  
No 1, Persiaran Jalil 1, Bandar Bukit Jalil, 57000 Kuala Lumpur

**T** +60 3 9779 1700  
**F** +60 3 9779 1702  
**W** [microlink.com.my](http://microlink.com.my)



**MICROLINK GROUP OF COMPANIES \**

**ENVIRONMENTAL POLICY**



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## 1. ENVIRONMENTAL POLICY STATEMENT

The MICROLINK Group is committed to environmental sustainability and recognizes the importance of preserving our planet for future generations by operating in an environmentally responsible manner.

Our Environment Policy outlines our commitment to responsible energy management, waste management, water management and emission management practices.

Our environmental objectives cover the following:

### **Energy Management**

We will strive to achieve efficient resource use through minimizing energy consumption by conserving energy and utilizing energy-efficient options and practices where feasible throughout our business.

### **Waste Management**

We are committed to minimizing our environmental impact through reducing waste generation, by promoting awareness and implementation of the 3R principle of reduce, reuse, recycle.

### **Water Management**

We are committed to conserving and minimizing water resource across our operations. Among other measures, our people will be encouraged to be mindful of usage and to report any water leakages promptly to ensure the building owners act on it.

### **Emissions Management**

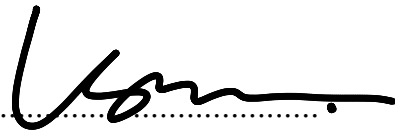
We aim to reduce greenhouse gas (GHG) emissions and pollutants across our operations through measures including but not limited to improving energy efficiency, reducing air travel and optimizing land travel of company-owned vehicles.

The implementation of our environmental objectives entails the collective responsibility of every single employee in the MICROLINK Group to comply with this Environmental Policy as well as applicable environmental regulations.

Our Environmental Policy will be reviewed on an annual basis to measure progress, effectiveness and relevance, with updates made as needed to reflect necessary changes.

By adhering to this Environmental Policy, we are committed to minimizing our environmental footprint, conserving natural resources, and contributing to a more sustainable future for all.

Signed by,



**Wong Kwang Chwen**  
**Executive Director**

## 2. PURPOSE

This Policy serves as a guideline for implementing actions and processes to achieve the environmental objectives outlined in this Policy, which includes the following:

- (a) Establishing a standardized approach to executing environmental tasks to ensure consistency across all operations.
- (b) Complying with applicable environmental laws and regulations.
- (c) Streamlining environmental processes by optimizing resource use and reducing waste generation.
- (d) Facilitating progress review and opportunities for improvement.
- (e) Supporting employee awareness efforts by providing guidelines on environmental objectives, circulating periodic awareness emails, and fostering a culture of environmental responsibility within the MICROLINK Group.

Overall, these environmental procedures aim to translate the objectives into actionable steps that promote environmental sustainability and corporate responsibility.

## 3. SCOPE

Our Environmental Policy is dedicated to minimizing environmental impact, promoting sustainability, and ensuring compliance across all organizational activities.

## 4. ENVIRONMENTAL PROCEDURES

### 4.1. Energy Management

All employees are responsible to make a difference in energy savings by adopting the following practices:

- (a) Natural Light – Make use of natural light from windows by rolling up blinds. Daylight blinds help reduce glare while still allowing natural light to enter the space.
- (b) Work Space – Employees will be responsible for the light switches in their respective work space areas. Lights are to be switched on only when needed.

The manager of the work space will be responsible to ensure that their staff switch off the lights before leaving the office.

- (c) During the Day - Employees are to conserve energy by switching off lights when not in use during the day, such as during lunch hours or when they're away for meetings.
- (d) Computers - Employees are to switch off their computers when not in use, as electronic equipment continues to draw power even when plugged in.
- (e) Rooms - Employees are instructed not to leave lights on in unoccupied rooms.
- (f) Air-conditioners - Control units have been set to switch off automatically at 6:00pm daily on workdays to conserve energy.
- (g) Energy efficient equipment - Use energy efficient equipment and appliances wherever feasible.

Employees are to share in this collective responsibility and to cultivate a habit to ensure that energy consumption is always minimized and conserved.

#### **4.2. Waste Management**

To minimize waste and maximize resource efficiency, we are committed to promoting the principles of reduce, reuse, and recycle (3R). Employees are required to practice and advocate for these principles, fostering a culture of 3R within the Company.

In ensuring that the MICROLINK Group:

- reduces the amount of waste produced;
- reuses items as much as possible before replacing them; and
- recycles items wherever possible,

the following processes will be implemented:

- (a) separate bins will be labelled according to categories and centralised at the pantry area (such as general waste/paper/plastics). Waste must be disposed and separated properly to ensure that it can be reused/recycled, as far as possible. For example, before a plastic bottle is disposed, it must be rinsed thoroughly and dried;
- (b) reusable/recyclable items will then be arranged periodically to be properly collected by recyclers;

(c) employees are encouraged to:

- bring their own cutlery and dishware to work;
- use thermal mugs for their beverages;
- use reusable bags to the office if required;
- purchase products with minimal packaging, to make it easier to recycle;
- go paperless with minimal paper printing, or use only recycled paper for printing whenever possible;

(d) for electronic and related waste – Proper recycling and disposal of e-waste will be managed by the IT Department and conducted as per regulatory requirements.

### 4.3. Water Management

All employees are responsible to make a difference by adopting the following practices to minimize and conserve water resources as part of our water-saving measures:

- (a) ensure that taps in the pantry area and washrooms are turned off properly to prevent accidental leakage;
- (b) be mindful of the need to reduce water usage. In this regard, reminder notices will be placed at designated areas;
- (c) promptly report any water leakages/discoloration or faulty taps to the office personnel in charge, who will then report the matter to the building management team to take immediate action for repairs; and
- (d) use water-efficient appliances that have been installed by the MICROLINK Group.

### 4.4. Emissions Management

Understanding and categorizing the sources of greenhouse gas (GHG) emissions that contribute to climate change and our carbon footprint is crucial for effective environmental management. These emissions are classified into three primary scopes:

Scope	Description
Scope 1 Emissions	Direct emissions from sources owned or controlled by the company, including vehicles, generators, etc.
Scope 2 Emissions	Indirect emissions from purchased electricity, heat, or steam consumed by the company.
Scope 3 Emissions	Indirect emissions occurring in the value chain, including business travel, employee commuting, and procurement of goods and services.

To address these emissions, the MICROLINK Group has implemented several measures outlined below, which are aimed at reducing GHG emissions and minimizing our environmental impact:

- (a) optimizing and reducing business travel flights wherever feasible to lower associated carbon emissions;
- (b) streamlining routes for company-owned vehicles to improve transportation logistics and reduce fuel consumption; and
- (c) promoting carpooling and the use of public transportation for employee commuting whenever possible to reduce the environmental impact of daily travel.

## 5. MEASUREMENT AND REPORTING

All energy and water usage, waste management, and emissions will be measured and reported in accordance with applicable regulatory requirements.

## 6. DISPOSAL

All waste shall be managed and disposed of in compliance with applicable environmental regulations and best practices.

## 7. CONTACT POINTS

Please report any environmental related matters of concern to the relevant departments:

<b>Environmental related matters of concern</b>	<b>Department</b>
Faulty Electricity, Air-Cond, Lights, Office Appliances; Recycling Matters; Faulty Taps; Water Leakages	Office Operations Department
Faulty Computers, Peripheral Devices; Photocopiers; e-Waste	IT Department

## 8. REVIEW

This Environmental Policy will be reviewed annually to ensure effectiveness and relevance to the MICROLINK Group's needs, and to comply with applicable regulations in meeting our environmental performance.