



SUSTAINABILITY - EMPLOYEE HANDBOOK

A Guide to Sustainable Practices in the Workplace

12th December 2022

The Owner and Management of KRISHGEN BIOSYSTEMS (the "Company") has the power to design, assess and continuously revise the Governance and Sustainability System, and specifically to approve and update the corporate policies, which contain the guidelines governing the conduct of the Company.

In the exercise of these responsibilities and aware that the sustainable creation of value is one of the pillars of the Purpose and Values of KRISHGEN, the Owner and Management hereby approves this Employee Handbook (the "Employee Handbook").

1. Purpose

In compliance with this mandate and the General Sustainable Development Policy, the Company commits to a sustainable energy model, endeavouring to achieve development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

The main principles of conduct regarding sustainable management set out in this Policy contribute to the achievement of the Sustainable Development Goals (SDGs) approved by the United Nations (UN).

2. Scope of Application

This Policy applies to the Company within the limits established by law of the jurisdiction of Mumbai, India.

3. Introduction

This handbook is designed as a guide for new employees to meet workplace sustainability standards as designated by KRISHGEN's commitment to sustainability and in accordance with Management Policy. Please use this handbook as a tool to implement and reinforce sustainable practices in day to day operations and planning. For more information visit the KRISHGEN Sustainability website at: <http://www.krishgen.com> and www.krishgenbiosystems.com

Energy Conservation

1. Make sure that power management settings are implemented on your computer, printers, and copiers (most have an energy saver mode).
2. All task lamps should have Compact Fluorescent Lightbulbs (CFL's) or Light Emitting Diodes (LED's).
3. Thermostat settings should meet the guidelines of 24 degrees heating (Winter) and 22 degrees cooling (Summer)
4. Keep exterior doors and windows closed when heating or cooling is taking place in buildings.
5. Eliminate personal fans and eliminate window A/C units.
6. Make sure that your monitor is flat panel LCD. Flat panels use half the energy of a CRT monitor.

7. Use the network/department printer instead of having a personal printer. Network printers are more energy efficient and cost effective than personal printers.
8. Reduce “Phantom Loads” by unplugging electronics that are not in use or using power strips and turning them off at the end of the day.

Water Conservation

1. All restrooms should have low flow plumbing fixtures, including toilets, urinals, faucets, and showerheads. If your restrooms do not have low flow plumbing fixtures, contact Admin Head about getting them installed.

Recycling and Waste Reduction

1. Dispose/recycle of hazardous waste properly. See below:

a) Batteries

Batteries may be recycled by placing in an envelope and mailing to the State Warehouse.

b) Toner/Ink cartridges

Used Toner Cartridges are recycled by Admin. Please place the used cartridge back in the packaging your new cartridge came in (sealed envelopes are also OK), and handover to Admin.

c) Compact Fluorescent Lamps (CFL)

Compact Fluorescent Lamps contain a small amount of mercury and should be delivered to Admin for proper disposal. Broken lamps must be cleaned up by properly trained personnel from Admin.

d) Chemicals

Chemical Waste is handled by the Admin Head only.

2. All offices should contain recycling bins. Make sure that there is a recycling bin in your office. See below for a list of what is/is not recyclable

a) IS recyclable:

o Cardboard

o Envelopes (even with windows)

o Junk mail

o Magazines

o Newsprint

o Stapled paper

o Most plastics (clear #6 polystyrene is OK, white #6 Styrofoam is not)

o All empty beverage containers: glass, plastic and aluminum.

b) IS NOT recyclable:

o Aerosol cans

o Ceramic materials

o Food

o Hazardous material

o Kleenex

o Incandescent light bulbs

o Wax coated paper cups

o Paper towels

o Squeezable paper juice containers

o Styrofoam cups and plates

o Wax paper.

3. To reduce paper consumption, avoid printing and use electronic communication and document storage.

4. Use the high efficiency hand dryers in the restrooms instead of paper towels. If your restrooms do not have high efficiency hand dryers, contact Facilities Services about getting them installed.

5. Use e-surplus for reuse of equipment, furniture, etc. KRISHGEN works to resell surplus equipment sale program via apps like OLX and other scrap dealers. Contact Admin to arrange pick up of unwanted items.
6. Set all printers and copiers to default 2-sided printing to reduce paper usage.
7. Compost your food waste. Contact your department to see if they are interested in investing in a department worm bin.
8. Select the “zero waste” option for catered events from campus dining.

Purchasing

1. Purchase office equipment and appliances that are Energy Star rated. Replace all non energy star appliances.
2. Departments are required to use 30% recycled content paper. Make sure your paper is 30% recycled content and ask your department if they would be willing to upgrade to 100% recycled content paper
3. Use rechargeable batteries rather than disposable batteries.
4. Purchase commonly used items (pens, pencils, paper clips, erasers, etc.) in bulk. It reduces the cost per unit, saves time, and reduces packaging waste

Transportation

1. To reduce travel time and expenses, use web conferencing for off campus meetings
2. Use alternative transportation (bus, bike, carpool, or vanpool) to get to work.

This Employee Handbook was initially approved by the Board of Directors on 12th December 2022 and was last amended on 25th October 2023.

