

19.- GOOD ENVIRONMENTAL PRACTICES

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1/09/2023	Rev.01: All sections	Initial drafting in Spanish

1. PURPOSE

Define environmental behavioral guidelines that allow us to control the main environmental aspects.

2. DEVELOPMENT

Below are several actions that can be carried out with minimal effort and will allow us to save resources, as well as reduce pollution and potential risks that may affect both the environment and human health:

2.1 LIGHTING.

- ⇒ Make the most of natural daylight to save energy consumption.
- ⇒ Ensure room lights are turned off when spaces are unoccupied.
- ⇒ Install split/zoned light switches to turn on only necessary lighting.
- ⇒ Use fluorescent tubes and energy-saving bulbs whenever possible.
- ⇒ Store spent fluorescent tubes in a designated area for subsequent recycling.

2.2 AIR CONDITIONING AND HEATING.

- ⇒ Good insulation is essential in reducing energy consumption.
- ⇒ Use heating and air conditioning only when strictly necessary.
- ⇒ Keep radiators and air conditioning vents clear of obstacles that cause temperature control losses.
- ⇒ Turn off radiators in rooms that are not being occupied.
- ⇒ Control the temperature using thermostats whenever possible, or once the ideal temperature is reached (22°C), disconnect ventilation systems or radiators.
- ⇒ Periodically service heating and cooling equipment, as well as plugs, wiring, connections, and electrical installations to prevent failures.
- ⇒ When installing air conditioning, select an HVAC system that consumes low energy and prevents ozone-depleting gases, such as CFCs (chlorofluorocarbons).

2.3 IT EQUIPMENT.

A. General measures:

- ⇒ Configure computers, photocopiers, printers, etc., to "energy saving" mode whenever possible.
- ⇒ Disconnect equipment at the end of the working day.

⇒ Turn off computer equipment if it will not be used for more than one hour.

B. Specific measures:

a) Computer:

- Promote the use of email for internal communications.
- Configure the screen saver to "blank screen" mode, avoiding moving images as they consume more energy. A 15-minute idle interval is recommended for activating this mode.
- Use print preview before printing any document.

(b) Printer, photocopier:

- Activate the "Toner Save" mode when printing or photocopying if the option is available.
- Use remanufactured toner cartridges and place empty cartridges into a designated container to facilitate collection.

2.4 PAPER.

- ⇒ Use paper on both sides when writing, printing, or photocopying, whenever feasible.
- ⇒ Reuse paper printed on only one side and used envelopes for internal communications.
- ⇒ Paper used on both sides will be sent to a shredder and repurposed for sample shipments and small parcels (as packaging fill material).
- ⇒ Draft documents using a small font size, with narrow margins and tight line spacing when possible or in drafts.

2.5 OFFICE SUPPLIES.

- ⇒ Use all consumable material to the end whenever possible (markers, ballpoint pens, pencils, notepads, etc.).
- ⇒ Reuse folders for storing documents until worn out. Label in pencil, and when the exterior is significantly damaged, turn them inside out.
- ⇒ Use products that do not require batteries, such as solar-powered calculators.
- ⇒ Use rechargeable batteries, which are significantly less polluting.

2.6 WATER.

A. Taps / Faucets:

- Inspect and repair faucets to prevent drips that cause water waste.
- Turn off taps while lathering hands.

- Reuse as much water as possible during pressure testing procedures.

B. Cisterns / Flush Tanks:

- Install dual-flush or interruptible flush systems in cisterns that stop the flush upon pressing the button a second time.

2.7 CLEANING.

- ⇒ Read cleaning product labels to understand safe handling instructions and chemical composition.
- ⇒ Select, whenever possible, products certified with an eco-label.
- ⇒ Avoid using aerosols containing CFCs or volatile organic compounds (VOCs) that damage the ozone layer.
- ⇒ Avoid air fresheners; open windows to naturally ventilate rooms instead.
- ⇒ Choose non-toxic, eco-friendly cleaning agents free of benzene, phosphates, etc.

2.8 WASTE.

- ⇒ Apply the 3Rs rule: reduce, reuse, and recycle.
- ⇒ Minimize waste generation to the lowest possible level.
- ⇒ Use recycled or environmentally friendly products whenever feasible.
- ⇒ Avoid single-use disposable items (disposable plates and cups, paper napkins, tissues, etc.). Durable and reusable alternatives are preferred.
- ⇒ Purchase products in large quantities to generate less packaging waste.
- ⇒ Avoid products with excessive packaging.
- ⇒ Pay special attention to toxic and hazardous waste: fluorescent tubes, batteries, accumulator batteries, etc., which must be placed in specific containers for subsequent transfer to the Eco-park facility.

HAZARDOUS WASTE MANAGEMENT

Button cell or alkaline batteries: Spent batteries will be stored in a dedicated container until collection and delivery to the eco-park.

Fluorescent tubes and light bulbs: Spent fluorescent tubes and bulbs will be accumulated in a suitable and clearly identified container until collection by an authorized Hazardous Waste Manager.

Waste generated by vehicles (mineral oils, filters, batteries, containers, others) used by XLG HEAT TRANSFER: Management of this waste is conducted directly by contracted vehicle maintenance service providers.

End-of-life vehicles: De-registration and administrative processing will be handled by Centro Card, who will conduct proper vehicle waste disposal.

Decommissioned IT and office equipment: Will be stored in a dedicated container until collection by the authorized waste manager.

Toner and ink cartridges: Will be kept in a specific container until return to the supplier, requesting proof of receipt on the delivery note.

During toner cartridge replacement, special attention must be paid to manufacturer instructions (toner/equipment) to prevent spills. In case of spills, it must be collected and placed into the packaging or container.

Expired medicines: Once expired, they will be stored in a container designated for this purpose and brought to a pharmacy for compliant disposal.

Absorbents contaminated with hazardous residues: Accurately collected on-site and hauled by an Authorized Waste Manager.

Plastic and metallic containers with chemical residues: Accurately collected on-site and hauled by an Authorized Waste Manager.

MUNICIPAL SOLID WASTE (MSW)

- Municipal Solid Waste (MSW) consists of non-hazardous items comparable in nature and composition to household and commercial waste.
- Within XLG HEAT TRANSFER, the following MSW streams are handled:
 - (a) Paper and Cardboard: Placed in the public municipal recycling container.
 - (b) Non-contaminated Plastics: Placed in the public municipal recycling container.
 - (c) Organic Matter: Placed in the public municipal organic container.
 - (d) Scrap Metal: Stored in a designated on-site area until collection.
 - (e) Glass: Placed in the public municipal recycling container.
 - (f) Wood: Stored in a designated on-site area until collection.
- MSW Precautions: The following precautionary rules are established to safeguard personal health and safety and the environment:
 - (a) **Non-recyclable urban-equivalent waste: Any leaks or spills from waste bags must be cleaned up immediately.**
 - (b) **Recyclable waste (paper, cardboard, glass): No special precautions required other than standard fire prevention by removing potential ignition sources.**

2.9 ATMOSPHERIC EMISSIONS.

- ⇒ Replace equipment containing CFCs with alternatives free of chlorinated substances that severely destroy the ozone layer.
- ⇒ Breakage of fluorescent tubes releases small amounts of mercury and argon, which are highly toxic. Therefore, special care must be taken to place tubes in their corresponding location.

2.10 NOISE.

- ⇒ Adverse health effects of noise pollution range from progressive hearing loss, blood pressure alterations, increased heart rate, stress, etc.
- ⇒ Noise is more detrimental in enclosed environments because walls, ceilings, and floors transmit vibrations. We can prevent it through simple actions:

- (a) Check the correct operation of photocopiers, printers, air conditioning units, machines, etc., and service them regularly.
- (b) Avoid excessive volume on desk phones, mobile phones, etc.

2.11 FUEL CONSUMPTION

- ⇒ Plan travel routes at the start of each working day.
- ⇒ Whenever possible, schedule visits to clients grouped within the same geographic area.
- ⇒ Use vehicle air conditioning only when strictly necessary.
- ⇒ When driving at highway speeds, use air conditioning while keeping windows closed.
- ⇒ Ensure machinery and vehicle engines are switched off when not in operation.

3. DISSEMINATION

This information will be distributed to every employee of XLG HEAT TRANSFER along with training, ensuring that all these environmental points are taken into consideration and properly implemented.

The development of information on good environmental practices will take into account the findings and results of the environmental aspects assessment.