3R POLICY

1   Why do we have this Policy?

1.1   Purpose

This policy is intended to ensure that the impact of the products used by EPIC's employees on the environment is minimized, and that generally the awareness of the employees is raised to environmental considerations.

3 R policy: Reduce (waste) – Reuse - Recycle.

1.2   Scope

This Policy applies to EPIC's employees.

1.3   Validity

This Policy enters into force on 1 January 2022 and will be periodically reviewed and updated according to applicable laws / regulations and / or EPIC's internal policies and guidelines.

2   What is this policy applicable for?

This policy is applicable for the products used by EPIC's employees for the day to day running of the business as well as increasing awareness of its employees in their general day to day lives.

2.1   What should be done?

The following steps should be taken by the procurement department to ensure minimization of environmental impact during the group's day to day operations:

- Only **bio** coffee should be purchased;
- Only recycled paper should be purchased;
- Only recycled Christmas cards should be purchased;
- Use a provider that recycles beverage bottles after use;
- Waste should be sorted as much as possible (carton – PET – batteries - … etc.);
- Sustainable use of energy – shutting down of lights in unused offices, shutting down computers outside office hours, shutting down heating & cooling when offices are not in use etc.

EPIC SUISSE

In addition, the company is to organize on an annual basis a general awareness day, where an expert in waste management will be invited to the company to discuss efficient way to reduce environmental impact on a day-to-day basis, both in the office and outside the office.

2.2 How often should this analysis be carried out?

The purchasing of recycled materials as well as the minimization of waste should be done on a regular day to day basis.

The awareness day should be done on an annual basis and include all of EPIC's employees.

3 Is this Policy binding?

This Policy is binding to the EPICs' employees

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