



TRANSTEC SERVICES CORPORATE POLICY TO COUNTER CLIMATE CHANGE

1. Reduce energy consumption
 - ✓ Turn down the heat or air conditioning slightly
 - ✓ Replace light bulbs with LED lights
 - ✓ Purchase more energy efficient and sustainable devices

2. Reduce paper waste
 - ✓ Reduce prints
 - ✓ Reuse paper
 - ✓ Recycle paper waste
 - ✓ Use digital archives
 - ✓ Use digital signature with business partners
 - ✓ Use certified e-mail instead of registered mail
 - ✓ Optimize shipments of materials
 - ✓ Optimize the reception of office materials
 - ✓ Replace plastic cups with eco-sustainable cups

3. Implement smart working
 - ✓ Reduce home-work travel of staff/collaborators and the consequent CO₂ emissions
 - ✓ Organize online meetings and webinars with suppliers, customers and consultants
 - ✓ Where possible, organize medical visits and training courses near their home for displaced employees

4. Create awareness among employees
 - ✓ Organize training sessions to raise staff awareness on environmental issues
 - ✓ Reduce waste from disposable cups

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- ✓ Turn off lights and devices in the office when not in use
 - ✓ Encourage the use of stairs to reach the upper floors of buildings
5. Selection of suppliers who stand out for their commitment to sustainability
- ✓ Purchase materials deriving from renewable sources
 - ✓ Give preference to suppliers who have acquired ESG certifications