



IOI PROPERTIES

WASTE MANAGEMENT POLICY

In line with the corporate sustainability policy, we are committed to reduce carbon footprint through effective waste minimization in properties managed by IOI Properties Group (IOIPG). This policy intends to create awareness on the impacts of unnecessary waste towards the environment and to build an environment-conscious culture within the Group. The reduction of waste generated is aimed at diverting waste from landfill, reducing Greenhouse Gas (GHG) emissions and minimizing adverse impacts on the environment.

Waste minimization at IOIPG is guided by the following sustainable consumption principles:

- ***Source Reduction***
 - Fully utilize an item before throwing it away to reduce waste generation.
 - Reduce purchase and use of single use items whenever possible e.g. non-rechargeable batteries, disposable food packaging and cutlery.
 - Avoid use of non-biodegradable packaging e.g. packages made of plastic and Styrofoam.
 - Make cost-effective changes in design, construction, operations, maintenance and use of materials.
 - Stringent quality control during construction or fitting out stage minimizes defects/rejects thus reducing generation of waste during rectification works.
 - Donate re-usable items to non-profit community organizations
- ***Reuse***
 - Reuse items before discarding them e.g. printed paper, used envelopes, glass jars etc.
 - Replace disposables with re-usable water and food containers and cutlery
- ***Recycling***
 - Collect recyclables to enable transfer to recycling facility or treatment plant, diverting disposal to landfill.
 - Collect E-Waste to enable transfer to material recovery facility or treatment plant
 - Compost organic waste where possible.

The abovementioned principles are complemented by

- ***Waste Segregation at Source***

Sort out non-recyclables and recyclables, dispose and store separately in the provided garbage bins each for paper, glass, plastic bottle and Aluminum tins.
- ***Waste Quantification***

Measure volume of waste generated and monitor status of Source Reduction, Reuse and Recycling to track progress of waste minimization.

All staff is thus, obliged to manage the following list of non-exhaustive types of waste through optimum utilization:

Office Waste

- Paper Products e.g. printing papers, envelopes, old newspapers/magazines etc.
- Stationeries
- Used printer cartridges
- Products Packaging e.g. plastic wrapping, storage boxes

Organic Waste

- Food Waste e.g. raw kitchen waste, cooked putrescible
- Garden Waste e.g. lawn trimmings, dried leaves, tree twigs and branches

Electrical & Electronic Waste (E-Waste)

- Parts of computer e.g. Central Processing Units (CPU)
- Appliances e.g. Monitor, Keyboard, Printer
- Cable & Wire

This policy aims to encourage efficient use of office resources. Wastage of resources or unnecessary duplication should be avoided at all time. These environmental-friendly practices will contribute towards minimizing possible exploitation of natural resources as well as reducing generation of waste that may pollute the natural environment.

With the policy, all employees are to observe responsible handling and management as well as reasonable care in undertaking any activity that results in waste generation.