

# ENERGY CONSERVATION POLICY

## 1.0 DOCUMENT CONTROL

ID No:	PGP-EN-POL-2020-A0		Title:	Energy Conservation Policy	
Dept./Owner:	Business Development		Doc. Class.	Unclassified Public	
Apply to:	Dept:	All	Function:	All	
Revision No:	Change Date	Change Description	Originator	Approved by:	Approval Date:
A0	20.8.2020	Initial Release	Michael	Marcel	21.8.2020

## 2.0 OBJECTIVES:

To realistically and comprehensively reduce energy consumption, and improve energy efficiency on Promatek establishments – offices, residences and work stations through methods that are consistent with a safe, secure, and sustainable practices without jeopardizing comfort.

## 3.0 POLICY STATEMENT:

Promatek Global Projects Limited is committed to responsible energy management and will practice and support energy efficiency initiatives within our business activities to reduce our fiscal and environmental impacts.

Promatek aims towards continuous improvement in energy management through periodic reviews of energy consumption status.

Promatek shall adopt the following strategies to ensure energy efficiency and conservation:

### 3.1 Energy Data & Information

- Energy Data: Promatek shall track and make accessible utility usage and costs that will be utilized to make informed decisions. Prepaid Energy meters in the offices and residences must be ensured.
- Measure & Verification: Promatek shall use measurements and trends to verify that projects save energy cost as expected
- Energy Conservation Measures: Promatek shall track, report, and evaluate Energy Conservation Measures (ECM).
- Renewables: Promatek shall investigate renewable energy options especially in the area of solar energy for basic electricity supply for offices and residences when financially feasible.

### 3.2 Conservation Technologies & Behaviors

- LED Lighting: Promatek shall replace failed lights with LED lamps or the most energy efficient option available.
- Promatek shall recommend/purchase energy efficient equipment/devices whenever the need for new acquisition or replacement becomes necessary.

## 4.0 SCOPE:

This Policy covers Promatek Offices, Residences, and Project Sites.

## 5.0 REFERENCES:

Environmental Policy – PGP-ENV-POL-2020-A0

Code of Conduct and Grievance Procedures Handbook – PGP-COD-2020 – A1

## 6.0 PROCEDURES:

Promatek will encourage and enforce basic energy saving initiatives which include but not limited to:

1. Switch off artificial lights and use natural light
2. Choose energy efficient light bulbs
3. Choose laptops over desktops
4. Use hibernation feature on all computers
5. Use energy saving features of all devices
6. Upgrade all outdated equipment
7. Buy energy efficient devices
8. Do an energy audit
9. Switch off equipment when not in use
10. Print only when necessary
11. Control your heating and cooling – use natural ventilation where necessary
12. Consider installing solar panels
13. Use timers or photocells to control security light
14. Promote sustainability in the workplace

## 7.0 ROLES AND RESPONSIBILITIES

Promatek staff and Contractors shall be responsible for energy conservation in their own workspace.

## 8.0 NON-COMPLIANCE

Failure of an employee to observe the energy conservation initiatives shall be treated in line with the dictates of the Company's Disciplinary Procedure.

## 9.0 POLICY ADMINISTRATION:

The Business Development Manager is responsible for the administration of, interpretation of and compliance with this policy.

The Administration Director is authorized to communicate complementary procedures to facilitate the implementation of this Policy. The policy will be reviewed periodically and revised as required.

## 10.0 EXCEPTION.

There is currently no exception to this Policy. Any major change that affects this policy must be authorized by Promatek Management. The policy will however be updated/ reviewed periodically to keep up with changes in the Business

## 11.0 EFFECTIVE DATE

This policy is effective upon approval by the Managing Director.

**APPROVED**



21.8.2020

Marcel Ananaba

Managing Director