



ComfortDelGro Corporation Limited

Waste Policy & Management Plans

To establish a Group Waste Policy Statement and Waste Management Plan to monitor and minimise waste production throughout the Group and to operate within full compliance with all waste management legislation and regulations.

Scope

This Policy statement shall be applied to all Business Units (BUs) within the ComfortDelGro ('CDG') Group. Any deviation from the Policy statement must be highlighted to GCRSO and submitted to MD/GCEO for concurrence.

Terms and Definitions

CDG refers to ComfortDelGro Corporation Limited.

ComfortDelGro's Business Units (BUs) comprise of the following:

- ComfortDelGro Bus
- ComfortDelGro Engineering
- ComfortDelGro Driving Centre
- ComfortDelGro Rent-A-Car
- ComfortDelGro Insurance Brokers
- Comfort Transportation
- Citycab
- Moove Media
- SBS Transit
- SETSCO
- VICOM
- Australia BUs (i.e. CDC NSW, CDC Victoria etc)
- Malaysia BUs (i.e. CityLimo Leasing etc)
- China BUs (i.e. Jilin CDG Taxi, Chengdu Taxi etc)
- UK/Ireland BUs (i.e. Metroline, CityFleet etc)
- New Zealand (i.e. Auckland One Rail)

Waste Policy Statement

The ComfortDelGro Group of Companies aims to minimise waste production by employing Reduction, Re-use, and Recycling techniques at every stage of our operation whenever possible. The Group is also committed to complying with statutory and regulatory requirements.

The Group shall identify areas of waste production throughout the organization and employ effective waste management practices to minimise the environmental impact of our operations.

The organisation will foster environmental awareness and understanding among all internal and external stakeholders, and make continual improvements on our waste management practices. The waste management and recycling efforts will be communicated to the public through our Sustainability Reports.

Roles and Resources

The Group Risk and Sustainability Office is responsible for developing the targets/goals and plans together with the Business Units (BUs) for Waste Management. CDG Group and its Business Units (BUs) shall adopt the Waste Policy and Plans to ensure consistent efforts in minimising waste production. All BUs shall adhere to the local environmental law, standards and regulations where applicable

Communications

All levels in the organization shall be informed of the waste management initiatives and goals, and show support towards minimising and recycling waste across the Group.

Waste Management System

CDG Group adopts an integrated waste management system with focus on two key thrusts including waste minimisation and recycling (i.e. 3Rs - Reduce, Reuse and Recycling) for non-hazardous waste.

For hazardous waste, they are typically generated from the repair and maintenance of vehicles, and are collected within specific containers and removed by specialist contractors. For non-hazardous waste, waste minimisation practices shall be implemented and BUs shall recycle the waste when possible.

All BUs shall work towards waste minimisation for general office waste by:

- Ensuring double sided printing (duplex) and greyscale is enabled as default setting;
- Reusing office stationery or waste paper that has been printed on one side when appropriate;
- Review the need to purchase items to avoid unnecessary wastage (i.e. not to over-order items with shelf life or where there is limited storage capacity);
- Consider purchase options that minimise waste (i.e. leasing of equipment);
- To request suppliers to minimise packaging or to collect back unwanted packaging;
- Encourage staff to bring their own cups to meetings to reduce disposables;
- Implement secure printing (i.e. "Follow-You Printing") to eliminate wasted paper; and
- Encourage use of digital mode of communications and documentations to reduce paper usage (i.e. online portal, emails etc).

Recycled Waste

The industrial waste and office waste generated from our Business Units (BUs) operations are listed in this section. These wastes are either reused or recycled.

Industrial waste and office general waste that are reused:

- Empty Drum Containers
- Paper
- Other Reusable waste

Industrial waste that are recycled includes, but not limited to:

- Batteries
- Used Oil
- Scrap Metal
- Scrap Tyres
- Scrap Bumpers
- Carton Boxes
- Other Recyclable Industrial Waste

Office general waste that are recycled includes, but not limited to:

- Paper
- Electronic Waste (e-waste)
- Printer Toners
- Other General Waste

BUs generating industrial waste during business operations shall engage licensed recycling contractors for regular collection and recycling of wastes.

Staff Engagement

All staff in the organization shall be involved in waste minimisation and recycling initiatives. To create greater awareness among staff, guidelines and circulars shall be effectively communicated throughout organisation to ensure everyone knows the local environmental law, rules and regulations and how waste minimisation and recycling initiatives can be achieved in their daily routines.

Technical Steps and Roles

Plan, develop and implement waste management plan in the office, including:

- Setting measurable performance indicators and targets
- Implementing initiatives to educate employees in the 3Rs
- Organising regular activities to raise overall awareness of the 3Rs
- Providing necessary infrastructure to encourage 3R practices in the office (i.e. recycling bins)
- Conduct waste inspections to identify areas where waste can be reduced, reused or recycled
- Monitor participation in the implemented 3R initiatives
- Generate progress reports in meeting goals and targets set under the programme
- Keep management and staff informed of the progress in meeting the goals and targets for the 3R Programme

Procurement

For procurement of new items, CDG Group and BUs to request suppliers to minimise packaging or to collect back unwanted packaging.

Review Action Plans

The action plans committed by various BUs shall be reviewed on a monthly and quarterly basis as follows:

- Monthly Sustainability – Environmental Working Group Meetings
- Quarterly Management Sustainability Committee meetings

Review Waste Policy & Management Plans

The Waste Policy and Management Plans shall be reviewed every three years.