Zeta-Web
Nigeria Limited

...we make IT work

Environmental / Sustainability policy

ZETA-WEB NIGERIA

32 Providence Street,Lekki Phase 1, Lagos.
info@zeta-web.com | *www.zeta-web.com* | *01-2701444*

© *2019*

BACKGROUND

Zeta-Web values her employees, contractors, customers and the environment and communities in which we operate and live; and are committed to complying with Health, Safety and Environment (HSE) laws and the voluntary standards to which our organisation subscribes. We act on our responsibilities to identify and remove potential and recognised risks to a health and safe workplace.

This policy is publicly available and communicated throughout the business.

TABLE OF CONTENT

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
...we make IT work
32, Providence street, Lekki Phase 1 | Tel: 01 270 1444
Email: info@zeta-web.com | URL: www.zeta-web.com

DEFINITIONS

Environmental Management System (EMS)

Is a process used by an organisation to implement its corporate environment policy and manage its activities that interact and change the environment, whether beneficially or adversely. The system provides a framework that embraces continual improvement in the management and coordination of our environmental activities.

Environmental Aspect

Any element of an organisation's activities, products or services that can interact with the environment.

Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.

Continual Improvement

Refers to the ongoing process of reviewing the environmental management system with the overall objective of improving environmental performance in line with the general environmental policy.

Environmental Responsibility

Refers to duty of care for the environment, particularly in relation to responsibilities and accountabilities of all employees, in accordance with the supporting procedures and relevant legislation.

Statement

The international standard that specifies requirements for an environmental management system to enable an organisation to develop and implement a policy and objectives which take into account legal and other requirements, and information about significant environmental aspects (risks).

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
*...we make **IT** work*
32, Providence street, Lekki Phase 1 | **Tel:** 01 270 1444
Email: info@zeta-web.com | **URL:** www.zeta-web.com

EXECUTIVE SUMMARY

Zeta-Web Nigeria provides a range of physical, social and developmental services to the local community and external stakeholders. To ensure effective environmental performance in all activities, Zeta-Web Nigeria is committed to achieving a 'Healthy Environment' and aims to integrate environmental considerations with economic, cultural and social factors.

POLICY STATEMENT

This policy provides the guiding principles for setting and reviewing environmental directions, strategies, plans, policies, procedures and actions; i.e. the use of ICT for optimising societal activities in order to improve environmental sustainability by minimising the environmental load caused by humans.

We recognise that our business has an important role to play in protecting and enhancing the environment for future generations and to help secure the long-term sustainability of the ICT Industry.

Through the implementation of our HSE Management System, Zeta-Web is committed to the following principles:

- ➢ The maintenance of a safe workplace and the protection of the environment, including the prevention of pollution
- ➢ Strong leadership and accountability in framing and driving desirable HSE outcomes
- ➢ Ongoing evaluation of compliance with HSE laws and other requirements to which the organisation subscribes.
- ➢ Adopting ecologically sustainable development principles.

OUR PRINCIPLE

Our approach to business is guided by commitments to the following principles:

- ✓ Leadership
- ✓ Mutual Respect
- ✓ Inclusivity
- ✓ Transparency
- ✓ Integrity
- ✓ Safety
- ✓ Continuous Improvement.

OUR COMMITMENT & SCOPE

Our attention to environmental, social and economic responsibility includes working within the law and voluntarily exceeding global requirements in order to be innovative and demonstrate leadership on the issues that are important to us and our stakeholders.

As we design products/services, deploy hardware/software, implement plans/policies/processes and evaluate our success; we are able to choose every day in big and

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
...we make IT work
32, Providence street, Lekki Phase 1 | **Tel:** 01 270 1444
Email: info@zeta-web.com | **URL:** www.zeta-web.com

small ways how our actions, services and words build a better quality of life for our employees, customers, contractors and suppliers.

We acknowledge, we have limited influence over third parties whose events we may attend but do not organize, such as trade shows, conferences, seminars where we exhibit, or companies we choose to conduct business with either as a service provider or contractor. While we cannot control the decisions of these parties, we commit to educate them of our policy and encourage them to align operating practices with policy objectives.

We will integrate environmental best practices into our business activities while maintaining an appropriate balance between environmental and economic considerations.

STRATEGIC PLANNING

Planning for a healthy environment is achieved through an effective environmental planning framework. The following guiding principles will be used in developing this framework:

I. **Ensure** the development and review of environmental directions, strategies, plans, policies, procedures and actions that:
   ➢ *Are aligned to Zeta-Web's Strategic Plan and the Environmental Management System, with necessary resource allocations;*
   ➢ *Meet the Healthy Environment objectives identified in the Zeta-Web's guidelines and principles;*
   ➢ *Are consistent with other key directions, strategies, plans, policies, procedures within the organisation;*
   ➢ *Are regularly reviewed and monitored, through consultation and research, to ensure currency and adaptability to external trends and changes in the environment at the local, regional, state, national and international levels.*
   ➢ *Service is safe and in-line with stipulated & approved state and federal environment & safety guidelines.*

II. **Provide** comment on external and internal policies and strategies in relation to the principles of a Healthy Environment as defined by HSE's strategic planning framework in-country.

III. **Undertake** a review process that incorporates the:
   ➢ *Objectives of the Healthy Environment theme in the Strategic Plan;*
   ➢ *Requirements of other relevant environmental projects and programs.*

IV. **Apply** responsible standards in areas not already covered by existing laws and regulations.

V. **Report** on the environmental footprint and be transparent about how it is built up.

VI. **Monitor** energy and material use and create an energy-aware infrastructure.

VII. **Save** energy through the procurement and use of energy efficient equipment and energy efficient management of equipment.

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
...we make IT work
32, Providence street, Lekki Phase 1 | **Tel:** 01 270 1444
Email: info@zeta-web.com | URL: www.zeta-web.com

VIII.   **Respect** the environment and emphasis every employee's responsibility to improve environmental performance.

IX.   **Observe** prudence in our use of resources and reduce wastage as far as economically possible.

X.   **Support** staff in the use of sustainable practices at the office, during travel or at home.

XI.   **Help** to achieve relevant targets set for sustainable operations and development.

XII.   **Re-use** and recycle where possible, and dispose of what are left in a responsible way.

TOOLS AND SYSTEMS

To support the environmental planning framework, effective tools need to be in place. The following guiding principles will be used in developing and applying environmental management tools:

I.   Adopt an Environmental Management System approach that integrates the principles of continual improvement in environmental performance that is appropriate to the nature, scale and environmental impacts of the Zeta-Web's activities, products and services.

II.   Demonstrate a commitment to waste prevention and compliance with all environmental legislative requirements pertaining to Zeta-Web's operations.

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
*...we make **IT** work*
32, Providence street, Lekki Phase 1 | **Tel:** 01 270 1444
Email: info@zeta-web.com | URL: www.zeta-web.com

III. Demonstrate commitment to minimising environmental impact of goods and services through the development and implementation of contracts and purchasing procedures and guidelines that support Zeta-Web's Healthy Environment goals and objectives.
IV. Develop a strong sense of environmental awareness amongst all employees by incorporating environmental priorities within work programs and business plans, and ensuring appropriate environmental information is included in general training and inductions.
V. Utilise, where appropriate, recognised frameworks and programs for the management of environmental impacts, for example - risk management frameworks, Business Intelligence tools, etc.
VI. Report on environmental performances through the organisations corporate reporting system.

PROJECT DELIVERY

Human impacts have caused many of the natural interactions in our environment to become unbalanced. To restore this balance and create a healthy environment for us to coexist we need to:

➢ _Protect:_ existing natural assets so that no further degradation occurs
➢ _Enhance/Restore:_ improve the condition of natural assets
➢ _Control:_ become much more energy efficient and minimize waste generation/production; resource use (energy, water etc)
➢ _Adapt:_ to changing environmental conditions (rainfall, temperature, sea levels etc.)

In developing projects that impact on the environment, the following guiding principles will be followed:

I. Encourage environmental responsibility in all areas of Zeta-Web's operations.
II. Apply the principles of continual improvement to aim to move beyond simple compliance towards more proactive environmental risk management.
III. Working towards a Healthy Environment that gives consideration to:
➢ Preserving water quality and maximising water conservation
➢ Protection and enhancement of indigenous ecosystems, and
➢ Minimising use of raw materials and generation of waste and pollution.

GO GREEN

Through automation and digitalization, ICT can optimize processes and substitute physical activities for digital activities (and dematerialize the footprint).
In addition, ICT can provide valuable information through data mining and analyses to support decision-making and give timely feedback on our behaviour.
In short, ICT can play an important role in **greening** our society.

ZNL/HSE002/DOC002/2020

ZETA-WEB NIGERIA LIMITED
...we make **IT** work
32, Providence street, Lekki Phase 1 | **Tel:** 01 270 1444
Email: info@zeta-web.com | URL: www.zeta-web.com
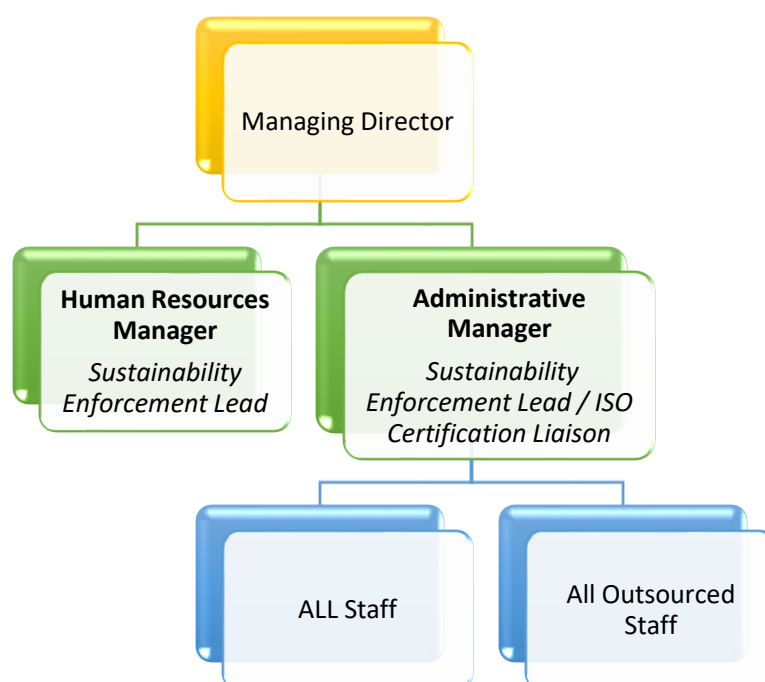
OBJECTIVES

We commit to:

1. We give back to our community by **educating** four (4) orphans in the society from a chosen motherless babies' home.
   Value: ₦2,400,000/annum

2. Ensure our supply chain has responsible social and environmental practices.
   Percentage of vendors used who meet company minimum sustainability guidelines: 75% of vendors compliant.

3. Ensure we adhere to statutory guidelines in HSE.

4. Create innovative approaches to minimize negative environmental impacts, improve economic bottom lines and integrate the social elements into delivering meetings.

COMMUNICATION / REPORTING

1. We will report on our progress against these goals once per year.

2. Internal senior reviews will be held at least once per year.

3. Management reviews will be conducted biannually.

4. Updates and campaign awareness on HSE & Sustainability is communicated via Email or during Departmental teams' meetings.

SUSTAINABILITY/ENVIRONMENTAL STRUCTURE

Managing Director

Human Resources Manager
Sustainability Enforcement Lead

Administrative Manager
Sustainability Enforcement Lead / ISO Certification Liaison

ALL Staff

All Outsourced Staff

ZETA-WEB NIGERIA LTD (ZNL): Health, Safety and Environment Commitment.

In ZNL, we are all committed to:

- Pursue the goal of no harm to people
- Protect the environment
- Use raw materials and energy efficiently and minimize waste
- Consult with our stakeholders and publicly report on our performance
- Play a leading role in promoting best practice in the ICT Industry
- Manage HEALTH, SAFETY and ENVIRONMENT matters as any other critical business activity
- Promote a culture in which all ZNL Contractors and employees actively demonstrate personal commitments to HSE
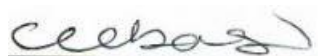
And in this way, we aim to have an HSE performance we can be proud of, to earn the confidence of our Contractors, Suppliers, Customers, Shareholders and Society at large, and be responsible as a good neighbor and partner in sustainable development.

It is Zeta-Web's policy to:

- Have a systematic approach to HSE management and implement a Health, Safety and Environment Management System which ensures compliance and continuous improvement in its HSE performance.

- Comply with all relevant legislation, regulations and agreement it has entered into.

- Set and measure targets for improvement and appraise and report on performance.

- Expect its staff to intervene if they believe an activity is unsafe or fails to meet ZNL standards.

- Require contractors to manage Health Safety and Environment performance in line with this policy.

- Include Health, Safety and Environment performance in the appraisal of all staff and reward accordingly.

- Use its influence to promote this policy with those with whom it does business.

As a condition of employment all employees are required to comply with all safety and environmental related rules and regulations. Violation of this policy will be cause for disciplinary action up to and including termination of employment.
This Policy shall be regularly reviewed to ensure ongoing suitability.

CHRIS OBASI
Managing Director