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1. PURPOSE - The purpose of this policy is to establish a controlled and measurable system for managing environmental aspects of operations at Telema Electricals Private Limited so that environmental impact is minimized, resources are used efficiently, emissions are controlled, and waste is managed responsibly.

This policy ensures prevention of pollution, reduction of environmental footprint, and continuous improvement in environmental performance through defined actions and monitoring.

2. SCOPE - This policy applies to all employees, contract workers, trainees, and all operational activities including manufacturing, storage, procurement, utilities, and waste handling within the premises of Telema Electricals Private Limited.

3. DEFINITIONS - For the purpose of this policy, the following definitions shall apply:

- 3.1 Environmental aspect means any activity that interacts with the environment.
- 3.2 Environmental impact means the effect of an activity on air, water, or land.
- 3.3 Waste means any material discarded after use.
- 3.4 Hazardous waste means waste that can cause harm to health or environment.
- 3.5 Emissions means release of substances into air, water, or land.
- 3.6 Non-GHG Emissions include all air pollutants other than greenhouse gases, including particulate matter (PM), dust, fumes, sulfur oxides (SOx), nitrogen oxides (NOx), volatile organic compounds (VOC), and any other emissions released from industrial processes or equipment.

4. OVERALL RESPONSIBILITY

- 4.1 The Director shall ensure enforcement of this policy and review environmental performance once every 12 months.
- 4.2 The HR Department shall maintain environmental records, monitor compliance, and ensure implementation of environmental controls.
- 4.3 Department Heads and Supervisors shall implement environmental practices in their areas and ensure compliance on a daily basis.
- 4.4 Employees shall follow environmental practices and report any deviation or incident on the same working day.


5. ABBREVIATIONS

- HR - Human Resources

6. ACTIVITY DESCRIPTION

- 6.1 The company shall identify environmental aspects of all operations and implement control measures to minimize impact before commencement of work.
- 6.2 Energy consumption shall be monitored and controlled and all electrical equipment shall be switched off when not in use and unnecessary usage shall not be permitted.
- 6.3 Energy audits shall be conducted at least once every 36 months to identify opportunities for reduction in energy consumption.
- 6.4 Lighting systems shall be maintained in energy-efficient condition and use of natural light shall be maximized wherever feasible.
- 6.5 Waste shall be segregated at source into defined categories including recyclable, non-recyclable, and hazardous waste and shall be stored in designated containers.
- 6.6 Waste generation shall be minimized through process control, material optimization, and reuse practices wherever feasible.

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Management Representative	Plant Head

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- 6.7 Recyclable materials shall be reused internally or disposed through authorized recyclers and records shall be maintained.
- 6.8 Hazardous waste shall be stored separately in labeled containers and shall be disposed through authorized agencies as per defined procedure.
- 6.9 Water usage shall be monitored and controlled and leakage or wastage shall be corrected immediately on identification.
- 6.10 The company shall implement control measures to minimize non-GHG air emissions including particulate matter, dust, odor, fumes, sulfur oxides (SOx), nitrogen oxides (NOx) generated from manufacturing processes, utilities, material handling, and storage operations.
- 6.11 Water audits shall be conducted at least once every 36 months to identify areas of improvement.
- 6.12 Reuse of water including rainwater harvesting or process reuse shall be implemented wherever feasible.
- 6.13 Air emissions generated during operations shall be controlled through ventilation systems or extraction arrangements and uncontrolled emissions shall not be permitted.
- 6.14 Emission sources shall be identified and monitored at least once every 12 months and corrective action shall be taken in case of deviation.
- 6.15 Greenhouse gas emissions shall be reduced by optimizing energy usage, improving process efficiency, and reducing fuel consumption.
- 6.16 Chemical inventory shall be maintained for all chemicals used in operations and safety data shall be available for each chemical.
- 6.17 Chemicals shall be handled, stored, and transported as per defined safety practices to prevent leakage, spillage, or contamination.
- 6.18 Less hazardous materials shall be preferred wherever feasible and procurement decisions shall consider environmental impact.
- 6.19 Any environmental incident including spill, leakage, or emission shall be reported on the same working day and immediate containment action shall be taken.
- 6.20 The HR Department shall record environmental incidents in the **EHS NC Report (TEPL/10.2/F/01)**.
- 6.21 Environmental incidents shall be investigated within 2 working days and root cause shall be identified.
- 6.22 Corrective actions shall be implemented within 3 working days and verified for effectiveness.
- 6.23 Suppliers shall be evaluated for compliance with environmental practices and preference shall be given to suppliers following sustainable practices.
- 6.24 The company shall ensure compliance with all applicable environmental requirements and internal controls without deviation.
- 6.25 Environmental awareness training shall be conducted for employees at least once every 12 months.
- 6.26 Environmental objectives shall be defined at the beginning of each financial year and performance shall be reviewed once every 6 months during the MRM.
- 6.27 Tree plantation and green-belt development shall be carried out within the premises and maintained continuously.
- 6.28 The HR Department shall review environmental records and compliance status at least once every 30 days.
- 6.29 No exception to this policy shall be allowed under any condition.

7. DOCUMENTED INFORMATION

- 7.1 EHS NC Report (TEPL/10.2/F/01).

8. KPI (KEY PERFORMANCE INDICATORS)

- 8.1 Quantitative KPIs

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- Energy audit once every 36 months - Target: 100%
- Water audit once every 36 months - Target: 100%
- Reduction of Energy Consumption: Target: 1% Annual reduction
- Plantation of trees - Target: 50 Nos. per Annum

8.2 Qualitative KPIs

- Reduced environmental impact
- Proper waste management
- Controlled emissions
- Employee awareness

9. REVISION HISTORY

Version	Date	Description of Change	Prepared By	Approved By
1.0	01.01.25	Initial Release	HR	Director

PREPARED BY	REVIEWED & APPROVED BY
Management Representative	Plant Head