



## FOCAL ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT POLICY

### Introduction

Focal Shipping Services (FSS) is committed to environmental stewardship and sustainable business practices. As a leader in the shipping agency industry, we recognize our responsibility to minimize our environmental impact and contribute positively to global sustainability efforts. This policy outlines our commitments and the specific measures we implement to achieve our environmental and sustainability goals.

### 1. Commitment to Sustainability

Focal Shipping Services is dedicated to:

1. **Reducing Environmental Impact:**
  - Implementing practices and technologies that minimize our carbon footprint.
  - Promoting resource efficiency and waste reduction throughout our operations.
2. **Sustainable Business Practices:**
  - Integrating sustainability into our business strategy, decision-making processes, and daily operations.
  - Encouraging our partners, suppliers, and clients to adopt sustainable practices.
3. **Compliance with Environmental Regulations:**
  - Adhering to all relevant environmental laws and regulations.
  - Continuously improving our environmental management system to meet or exceed regulatory requirements.

### 2. Paperless Operations

Focal Shipping Services aims to eliminate the use of paper in our operations:

1. **Digital Invoicing and Documentation:**
  - Utilizing our in-house agency portal "Focali" to manage all invoicing and documentation processes.
  - Mandating that all vendors and partners submit invoices and required



documents electronically through "Focali".

- Striving to achieve 100% paperless operations within the next year.
- 2. **Employee Training and Awareness:**
  - Providing training to employees on the use of digital tools and the benefits of paperless operations.
  - Promoting a culture of digital efficiency and environmental responsibility.

### 3. Waste Management and Plastic Reduction

Focal Shipping Services is committed to responsible waste management and eliminating the use of plastic:

1. **Garbage Segregation:**
  - Implementing a comprehensive waste segregation system in all offices and facilities.
  - Ensuring that recyclable materials, organic waste, and non-recyclable waste are properly separated and disposed of.
2. **Eliminating Plastic Use:**
  - Banning the use of single-use plastics in all office operations and events.
  - Encouraging the use of reusable, sustainable alternatives among employees and visitors.
3. **Partnerships with Waste Management Services:**
  - Collaborating with certified waste management companies to ensure proper recycling and disposal practices.
  - Tracking and reporting our waste management performance annually.

### 4. Sustainable Transportation

Focal Shipping Services is committed to reducing the environmental impact of our transportation fleet:

1. **Hybrid and Electric Vehicles:**
  - Ensuring that all new vehicles purchased by the company are hybrid or 100% electric.
  - Gradually phasing out non-hybrid and non-electric vehicles from our existing fleet.
2. **Promoting Sustainable Transportation:**



- Encouraging employees to use public transportation, carpooling, and other eco-friendly travel options.
- Providing incentives for employees who adopt sustainable commuting practices.

## 5. Implementation and Accountability

To ensure the effective implementation of our Environmental & Sustainability Management Policy, Focal Shipping Services will:

### 1. **Training and Awareness:**

- Providing regular training to all employees on environmental and sustainability issues.
- Raising awareness among our partners, suppliers, and clients about our policy and sustainability goals.

### 2. **Stakeholder Engagement:**

- Engaging with stakeholders, including employees, suppliers, local communities, and environmental organizations, to continuously improve our sustainability practices.
- Encouraging open dialogue and feedback mechanisms to address concerns and enhance our environmental performance.

### 3. **Continuous Improvement:**

- Regularly reviewing and updating our policies and procedures to reflect evolving best practices and technological advancements.
- Setting and monitoring performance indicators to track our progress in sustainability.

### 4. **Reporting and Transparency:**

- Reporting publicly on our environmental and sustainability performance through our annual sustainability report.
- Ensuring transparency in our operations and decision-making processes to build trust with our stakeholders.

## 6. Reporting Violations

Focal Shipping Services encourages the reporting of any violations of this policy:

### 1. **Confidential Reporting Mechanisms:**



- Providing confidential and secure channels for employees, suppliers, and other stakeholders to report any suspected violations of environmental or sustainability practices.
  - Ensuring that reports are handled promptly, thoroughly investigated, and appropriate corrective actions are taken.
2. **Protection Against Retaliation:**
- Ensuring that individuals who report violations in good faith are protected from retaliation or adverse consequences.
  - Promoting a culture of openness and accountability where concerns can be raised without fear of retribution.



## Conclusion

Focal Shipping Services is committed to leading by example in environmental stewardship and sustainable business practices. Through continuous innovation, education, and collaboration, we aim to significantly reduce our environmental impact and contribute to a more sustainable future. We invite all stakeholders to join us in this essential endeavor, ensuring that our operations reflect our commitment to the environment and the well-being of future generations.

**Approved by:** Parag Jain

**Date:** 15<sup>th</sup> March 2025

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This policy applies to all employees, contractors, suppliers, and partners of Focal Shipping Services.