

TERMS AND CONDITIONS OF USE

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Client requests for policies and procedures must be addressed through the SHEQ Department of Bidvest Catering where there is doubt as to what to distribute to a Client. When in doubt, email info@bidvestcatering.co.za.

Agreement between Employee and Bidvest Catering

Use of this document is conditional on acceptance by the Employee of Bidvest Catering terms, conditions, and notices contained herein together with any additional policies or procedures on Bidvest Catering intranet resources and elsewhere in the business from time to time by Bidvest Catering. By accessing and using this document, the Employee is deemed to have agreed to all such terms, conditions, and notices.

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1. INTRODUCTION

1.1 Purpose and Objectives

Climate Change is one of the biggest threats facing the planet and Bidvest Catering recognises that carbon emission reduction is the most important element in the fight against climate change.

Bidvest Catering respects the environment and believes that the communities and societies in which it operates are better off for Bidvest Catering having been there. The purpose of the Environmental Policy is to stipulate conditions for operating within all areas of our business in an environmentally friendly manner.

The key environmental objectives of Bidvest Catering are:

- Ensuring that the company's products are environmentally friendly; where possible, alternative less environmentally harmful products or processes will be employed;
- Demonstrating the company's commitment by participating in product recycling and environmentally conscious projects;
- Avoiding pollution and environmental contamination; where possible biodegradable chemicals will be used;
- Continually assessing the environmental impacts of business operations and defining the requirements to be adhered to;
- Minimising or avoiding the use of scarce or endangered resources and non-renewable energy sources;
- Ensuring that harmful or hazardous materials and waste products are safely and responsibly transported and disposed of;
- Minimising energy consumption by introducing energy efficient equipment where possible;
- Minimising the amount of waste produced through reduction, recovery and recycling;
- Ensuring that environmental issues are subject to regular monitoring and management;
- Avoiding impacts upon the company's reputation and image; and
- Encouraging awareness and participation of good environmental practice by all employees.

1.2 Scope/Field of Application

The Scope of the Bidvest Catering Environmental Management System and Policy includes all Units and Departments, as well as all employees of Bidvest Catering. It furthermore includes all environmental aspects which Bidvest Catering has control over and which Bidvest Catering can expect to have an influence over.

Bidvest Catering shall apply the principles of the Policy and Principles by ensuring that:

- All employees and contractors are aware of this policy as well as their relevant responsibilities.
- Suppliers are encouraged to pursue good environmental practices.
- Waste is reduced and recycled in an appropriate manner.
- Where possible the consumption of natural resources is optimized.
- Environmental awareness is always at a heightened level, with the intention being to prevent all forms of pollution.
- Packaging is continually evaluated to assure minimum usage and that where possible we choose returnable, reusable or recyclable material.
- All used machine oil; chemical waste is disposed of in an eco-sensitive manner.

- Outsourced waste management companies operate within the ambit of statutory regulations.
- Employees and/or guests are educated in environmental awareness to gain their support.

1.3 Responsibility and Authority

All Bidvest Catering employees are responsible and eligible to adhere to this Environmental Policy. Staff shall ensure compliance with legal and regulatory requirements and work to continually reduce environmental impact.

Management shall ensure that executive, operational and management level policies facilitate compliance with Environmental related legislation.

Environmentally sound practices shall be maintained in **all Departments**, which will include recycling, the reduction of energy consumption and meet the end of life/disposal criterion.

1.4 Laws and Regulations

Compliance with applicable Laws and Regulations for each country in which Bidvest Catering operates would be ensured at all times. It is the responsibility of management of Bidvest Catering, or any other person appointed by management, to ensure such compliance and it is up to him/her to seek legal advice as deemed necessary.

1.5 References

Section 24 of the **Constitution of the Republic of South Africa**, 1996 states that everyone has the right to an environment that is not harmful to their health or well-being; and to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:

- prevent pollution and ecological degradation;
- promote conservation; and
- secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

The **National Environmental Management Act**, Act No 107 of 1998 provides for co-operative environmental governance based on the principles that everyone has the right to an environment that is not harmful to his or her health or well-being and enabling the administration and enforcement of other environmental management laws.

Bidvest Catering subscribes to the **ICC Charter for Sustainable Development** Principles to improve the company's environmental performance.

1.6 Document Review

This Policy shall be reviewed as necessary.

2. POLICY

2.1 Commitment

Bidvest Catering commits to operate within all areas of our business in an environmentally friendly manner. To achieve these values, Bidvest Catering shall:

- Comply with all applicable laws, regulations and other requirements.
- Communicate and consult on its activities throughout the lifecycle of its operations and make this policy available to the public.
- Manage efficiently and safely the resources under its stewardship and respect the values, traditions and cultures of the local and indigenous communities in which it operates.
- Contribute to biodiversity protection in its areas of operation.
- Work to prevent pollution and minimise waste from its activities.
- Mitigate its greenhouse gas footprint and climate change risks.
- Mitigate its adverse environmental, social, cultural and economic impacts.
- Undertake initiatives in partnership with the societies in which it operates with the aim of contributing to a sustainable future for host communities.
- Establish, maintain, continually improve and audit systems to identify, monitor and control the environmental and community aspects of its activities.

2.2 Principles

2.2.1 Corporate priority

Bidvest Catering recognises that environmental management is among one of the highest corporate priorities and shall therefore establish policies, programmes and practices for conducting operations in an environmentally sound manner.

2.2.2 Integrated Management

Management shall ensure the integration of policies, programmes and practices into each business unit and department as an essential element of management in all its functions.

2.2.3 Process of Improvement

Corporate policies, programmes and environmental performance shall be improved continually, taking into account legal regulations, technical development, scientific understanding, consumer needs and community expectations.

2.2.4 Employee education

Employees shall be educated, trained and motivated to conduct their activities in an environmentally responsible manner.

2.2.5 Prior assessment

Environmental impacts shall be done before starting a new activity or project and before decommissioning a facility or leaving a site.

2.2.6 Products and Services

Bidvest Catering shall provide products and services that have no undue environmental impact and are safe in their intended use, that are efficient in their consumption of energy and natural resources, and that can be recycled, reused or disposed of safely.

2.2.7 Customer Advice

Bidvest Catering shall advise, and where relevant, educate customers, distributors and the public in the safe use, transportation, storage and disposal of products provided. Similar considerations shall be applied to the provision of services.

2.2.8 Facilities and Operations

Bidvest Catering shall, in conjunction with our clients develop, design and operate facilities and conduct activities taking into consideration the efficient use of energy and materials, the sustainable use of renewable resources, the minimization of adverse environmental impact and waste generation and the safe and responsible disposal of residual wastes.

2.2.9 Research

Bidvest Catering shall conduct and/or support research on the environmental impact of raw materials, products, processes, emissions and wastes associated with the company and on the means of minimizing such adverse impacts.

2.2.10 Precautionary Approach

Bidvest Catering shall modify the manufacture, marketing or use of products or services or the conduct of activities in such a way as to prevent serious or irreversible environmental degradation.

2.2.11 Contractors and Suppliers

Bidvest Catering shall promote the adoption of these principles by suppliers acting on behalf of the company, encouraging and, where appropriate, require improvement in their practices to make them consistent with those of the enterprise and to encourage the wider adoption of these principles by suppliers.

2.2.12 Emergency Preparedness

Bidvest Catering shall develop and maintain where significant hazards exist, emergency preparedness plans in conjunction with the emergency services, relevant authorities and the local community, recognizing potential trans-boundary impacts.

2.2.13 Transfer of Technology

Bidvest Catering shall contribute to the transfer of environmentally sound technology and management methods throughout the Corporate, Industrial, Lifestyle, Education and Public sectors.

2.2.14 Contributing to the Common Effort

Bidvest Catering shall contribute to the development of public policy and to business, governmental and intergovernmental programmes and educational initiatives that will enhance environmental awareness and protection.

2.2.15 Openness to Concerns

Bidvest Catering shall foster openness and dialogue with employees and the public, anticipating and responding to their concerns about the potential hazards and impacts of operations, products, wastes or services, including those of trans-boundary or global significance.

2.2.16 Compliance and Reporting

Bidvest Catering shall measure environmental performance, to conduct regular environmental audits and assessments of compliance with company requirements, legal requirements and these principles; and periodically provide appropriate information to the Board of Directors, Shareholders, Employees, the Authorities and the Public.

2.3 Environmental Initiatives

2.3.1 General Considerations shall include:

- A SHEQ Officer/Manager driving all environmental matters;
- Training and informing management and executives of the importance of the environment, sustainability and related matters in the company;
- Educating all stakeholders, including employees and/or customers in environmental awareness to gain their support, which will include weekly green tips, publishing this and other environmental policies on the Intranet, putting up of notices, etc.;
- Ensuring that all stakeholders, including employees and suppliers are aware of this policy as well as their relevant responsibilities;
- Designing and implementing a Carbon Emission Assessment Action plan to lower Carbon Emissions.
- Where possible the consumption of natural resources should be optimized;
- Ensuring that environmental awareness is always at a heightened level, with the intention being to prevent all forms of pollution.

2.3.2 Buildings – Interior and Exterior shall include:

- Using of living plants indoors;
- Using environmental friendly landscaping options for garden(s), i.e. xeriscaping, mulching, installing a green roof, when and where possible;
- Use environmentally friendly cleaning products for inside and outside the building;
- Waste is reduced and recycled in an appropriate manner;
- Waste management is outsourced and the company operates within the ambit of statutory regulations;
- Indoor air quality is seen as important;
- Air ducts and air conditioners are serviced and cleaned regularly;
- The building(s) are non-smoking facilities.

2.3.3 Community Activism shall include:

- Making an effort to be active in a green community network;
- Tree planting and the annual National Arbour Day/Week is supported.

2.3.4 Saving Energy shall include:

- Using, where possible, solar panels and other viable options like timers for the gezezer, outside lights and equipment, motion detectors, and efficient light replacement to assist with the efficient use of electricity;
- Using Energy Star equipment.

2.3.5 Efficient Transportation and Green Fleet Options shall include:

- Eco-sensitive disposal of all used machine oil and chemical waste;
- Encouraging staff to use carpooling, shared rides and public transportation;

2.3.6 Green IT shall include:

- Using, where possible, video and audio conferencing, i.e. TEAMS for communication and thereby limiting unnecessary travel;
- Using E-mail rather than regular mail.

2.3.7 Green Supply Chain/Procurement shall include:

- Encouraging suppliers to pursue good environmental practices and use the "green clause" in RFP's and contracts where possible;
- Packaging is continually evaluated to assure minimum usage and where possible returnable, reusable or recyclable materials are used.

2.3.8 Office Improvement/Paperless Office shall include:

- The installation and implementation of a paperless storage system;
- The installation and implementation of a paperless invoicing system;

2.3.9 Restaurant and Food Services shall include:

- Updating and availing the Recycling of Cooking Oil Policy and Procedures;
- Updating and availing Waste Management Procedures;
- Vegan Food Choices are made available on a daily basis.

2.3.10 Carbon footprint

- A Carbon Footprint Action plan shall be developed and implemented in Bidvest Catering.

3. DEVIATIONS FROM COMPANY POLICY

This documented Environmental Policy shall be adhered to at all times. Any non-conformance must be reported to the relevant EXCO member for inclusion in exception reports.

Any deviation from this procedure or related procedure should be communicated to the HSE Manager who will report it to the Management Review Committee. The communication should be in writing and should detail the reason for the deviation and should contain clear instructions of the alternate process to follow.