




**ЖАНАЖОЛ МҮНАЙ
СЕРВИС**

Green Policy

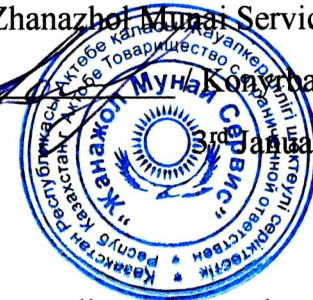
AGREED BY:

Specialist
of HSSE department

 / Kalybaev Zh.M.
3rd January 2018

APPROVED BY:

Director
of «Zhanazhol Munai Service» LLP
 Konyrbaev D.K.
3rd January 2018



Green Policy Statement

«Zhanazhol Munai Service» LLP strives to be environmentally aware and reduce the company's impact to the environment.

We intend to adopt and maintain procedures that will help to save the environment and make the workplace, where will be discussed and implemented the issues related to the ecology.

We intend to adopt and maintain ecological policy as part of our corporate strategy, and to encourage our customers and suppliers to follow this course.

We recognize that we are responsible for the environment and it is our duty - do everything in our hands to protect it.

Under measures we have identified as environmental safety products, we intend to:

- reduce energy consumption;
- reduce water consumption;
- recycle paper products;
- replace plastic with other materials;
- reduce environmental pollution;
- minimize our waste;
- Implement all the advanced methods that are useful for reducing our environmental impact;
- Ensure understanding and acceptance of our ideas by all employees;
- Encourage others to follow our example; and also
- Promote the adoption of “green policy” by our customers and suppliers.



Green Policy

Green policy implementation

We, «Zhanazhol Munai Service» LLP, undertake to be environmentally conscious and reduce the company's impact on the environment. To achieve these goals, we intend to implement and execute the following actions.

WATER

Stop outflows and spills: We will provide high-quality insulation of our pipes and protection against damage from low temperatures — leaking pipes can lose a lot of water.

Stop inappropriate use of water: We will appraise necessary certain processes or actions. Is there any need to use water or we could define an alternative?

Reduce water use: How could we use water more efficiently? Are there any other alternatives?

Reuse of water: Is it possible to process or filter used water and reuse it? How could we recycle the water?

Stop drain from taps: Ensure that the taps are in good working order because leaky tap loses a lot of water. Often it is necessary to place a new washer.

Turn out the taps: Ensure that the taps don't remain open and use water effectively. Consume water strictly when required.

Stoppers and sinks: Use stoppers when required and fill the sink with just the required amount of water. Wash the dishes by the most effective way.

BOILERS

Inspection and control: We will regularly check our boilers for serviceability and carry out professional inspections on a regular basis. Check them for leakage.

HEATING AND AIR CONDITIONERS

Temperature: In winter, the temperature should be between 19 and 21° C and use a thermostat for temperature monitoring.

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Thermostat: Thermostats and radiator valves will be configured correctly and installed in reasonable places — not those where there is draft and very hot or cold.

Obstacles to radiators: Ensure that the passage to the radiators is not strewn with furniture because it reduces the heat transfer and increases the energy consumption for space heating.

Stop drafts: Drafts take away heat and cause inconvenience, we will eliminate sources of drafts.

Excessive heating: Reduce space heating where it is required to a lesser extent, for example, in warehouses.

Timers: Set timers only for business hours. Do not heat the building during holidays and weekends, and in such days reduce the temperature to the anti-frost mode.

Windows and doors: Heat is lost when doors and windows are open; instead of it better reduce the heating temperature.

ELECTRICITY

Empty premises: We will convince employees not to leave the lights on before leaving the office.

Rooms that are not used: We will not turn on the lights in empty and enclosed premises.

Shutdown: In 15 minutes the fluorescent lamp consumes more than 500 times more energy than it is required to turn it on again - turn it off if it is not required to use.

Brightness: We will not reduce it in such places like corridors.

Blocking of light: People often prefer to work in natural light. We ensure that windows and other sources of natural light will be subject to cleaning at least once a year.

External lighting: In the dark we will use only external lighting. Whereas, we may not need it during all night. We will put timers with photo cells to reduce costs and install motion sensors for lighting.

Lamps: Some lamps are much more effective than others, we will make a reasonable choice of lamps and reduce our energy needs.

Computers: We will turn off our computers at night and on weekends. When we do not use them, for example, at lunchtime, we turn off computer monitors.



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Copying machines: At night, we turn off our photocopying machine and our computers as well. We will place our photocopying machine in a well-ventilated place to prevent operation of air conditioning system and compensate high temperature from the machine.

WASTE AND RECYCLING

Reuse: Before recycling, we use items maximum number of times.

Recycling: We recycle everything we can and after using items maximum number of times.

Utilization/Disposal: We make responsible recover of waste.

Recycled cartridges: Reissued high-quality toner cartridges are as effective as new ones. If applicable we will choose this option.

Cartridge Returns: We will refund our toner cartridges for reissue by specialized companies.

Tea Party: We will avoid buying disposable cups and catering items such as sugar bags and paper plates.

PAPER

Use it when required: We will print and copy only when required, and if applicable print or copy using both sides of the paper.

No spams: Cancel all unnecessary publications.

Paper reuse: Paper used to print on one side is suitable for notes and drafts, and can also be used to print draft versions of documents.

Use recycled paper: We will try to find recycled local paper. Paper can be recycled up to 5 times, reducing the impact of paper production on environment.

Envelopes: We will try to reuse envelopes, starting to use it within the company.

Developed by:

Specialist of HSSE department

Kalybek Zh. M. Muminov 03.01.2018
name/signature/date