ENVIRONMENTAL & SUSTAINABILITY POLICY
Shatabdi NetBiz (SNBiz)
Policy Reference: SNBiz-POL-ES-001
Version: 1.0
Effective Date: Upon Management Approval
Approved By: Chief Executive Officer

1. Policy Statement

Shatabdi NetBiz (SNBiz) is committed to conducting its business operations in an environmentally responsible, socially accountable, and sustainable manner.
As a professional training, competency assessment, and business support service provider, we recognize that our activities, decisions, and business relationships can influence environmental performance, resource consumption, workplace safety, and community well-being.
We are committed to integrating sustainability principles into our organizational practices, training delivery, procurement decisions, and stakeholder engagement while contributing to a safer, more responsible, and sustainable future.
Our guiding principle is:
Developing Competency, Protecting the Environment, and Building a Sustainable Future.

2. Policy Objectives

SNBiz aims to:

1. Minimize adverse environmental impacts arising from its business activities.
2. Promote efficient and responsible use of energy, water, fuel, and other resources.
3. Reduce waste generation and encourage reuse and recycling.
4. Integrate environmental awareness and sustainable practices into relevant training and assessment programs.
5. Promote responsible procurement and environmentally conscious business partnerships.
6. Support employee participation in environmental protection and sustainability initiatives.
7. Comply with applicable environmental laws, regulations, and contractual obligations.
8. Continuously improve environmental performance through monitoring, evaluation, and corrective actions.

3. Environmental Responsibility

SNBiz is committed to preventing pollution and reducing environmental impacts wherever reasonably practicable.

We will encourage environmentally responsible practices in our offices, training facilities, operational activities, and client locations.
These practices include:

- Minimizing unnecessary consumption of electricity, water, fuel, and materials.
- Promoting digital documentation and reducing paper-based processes.
- Ensuring appropriate waste segregation and disposal.
- Encouraging reusable and recyclable materials.
- Preventing avoidable environmental contamination during training and operational activities.
- Supporting environmentally responsible transportation and travel arrangements.

4. Sustainable Training & Assessment Practices

As a competency development organization, SNBiz recognizes the importance of promoting environmental awareness through education and practical learning.

We will seek to:

- Incorporate relevant environmental and sustainability topics into applicable training programs.
- Promote fuel-efficient and environmentally responsible driving practices.
- Encourage safe and efficient operation of vehicles, industrial equipment, and access equipment.
- Reduce unnecessary fuel consumption and equipment idling during practical training.
- Utilize digital learning materials, electronic assessments, and online certification where practical.
- Promote environmentally responsible workplace behavior among trainees and participating organizations.

5. Resource Efficiency & Waste Management

SNBiz will encourage efficient resource utilization throughout its activities.

Our priorities include:

- **Energy:** Reduce unnecessary electricity consumption and promote energy-efficient equipment.
- **Water:** Encourage responsible water consumption and prevent avoidable wastage.
- **Paper:** Prioritize electronic communication, digital records, and paperless documentation.
- **Waste:** Minimize waste generation and promote segregation, reuse, recycling, and responsible disposal.
- **Fuel:** Encourage efficient journey planning, appropriate vehicle maintenance, and fuel-conscious driving practices.

6. Sustainable Procurement & Business Partnerships

SNBiz recognizes that environmental responsibility extends beyond its direct operations.

Where practical and commercially reasonable, we will:

- Consider environmental performance when selecting products, equipment, and suppliers.
- Encourage suppliers and service partners to adopt responsible environmental practices.
- Prefer durable, reusable, recyclable, or resource-efficient materials where suitable.
- Minimize unnecessary packaging and material wastage.
- Promote ethical and sustainable business relationships.

7. Climate Awareness & Environmental Risk Management

SNBiz acknowledges the environmental challenges associated with climate change, pollution, and inefficient resource utilization.

We will consider relevant environmental risks when planning and delivering our activities.

Our approach includes encouraging responsible energy consumption, reducing avoidable emissions, promoting efficient transportation, and considering environmental impacts in operational decisions.

8. Employee Awareness & Participation

Environmental responsibility is a shared commitment.

SNBiz will encourage employees, trainers, assessors, and relevant business partners to:

- Understand and follow applicable environmental requirements.
- Use resources responsibly.
- Report environmental concerns and unsafe environmental practices.
- Participate in awareness and improvement initiatives.
- Identify practical opportunities to reduce environmental impacts.

Management will promote an organizational culture that supports environmental responsibility and continuous learning.

9. Social Responsibility & Sustainable Development

SNBiz believes environmental sustainability is closely connected with occupational safety, professional competency, ethical conduct, and community well-being.

We aim to contribute to sustainable development through:

- Delivering quality professional education and competency development.
- Promoting safer workplaces and responsible professional behavior.
- Supporting road safety and accident prevention initiatives.
- Encouraging equal opportunity and inclusive learning environments.
- Promoting ethical business practices and responsible stakeholder relationships.

Where relevant, our activities will seek to support the principles of the United Nations Sustainable Development Goals (SDGs), particularly quality education, decent work, responsible consumption, and climate action.

10. Legal Compliance & Accountability

SNBiz will seek to comply with applicable environmental legislation, regulatory requirements, and relevant client obligations.

Management is responsible for overseeing implementation of this policy, while employees and relevant personnel are expected to follow its requirements within their respective roles.

Environmental concerns or non-compliance shall be communicated to the appropriate management representative for review and corrective action.

11. Monitoring & Continuous Improvement

SNBiz is committed to progressively improving its environmental and sustainability performance.

Where practical, we will review relevant indicators, including:

- Electricity and energy consumption.
- Paper usage and digital documentation adoption.
- Fuel consumption associated with relevant operations.
- Waste reduction and responsible disposal practices.
- Environmental awareness activities.
- Implementation of identified environmental improvement actions.

Improvement priorities will be established based on operational relevance, available resources, environmental risks, and organizational capabilities.

12. Policy Communication & Review

This policy shall be communicated to relevant employees, trainers, assessors, and business partners as appropriate.

It may also be made available to clients, stakeholders, and the public through the SNBiz corporate website.
The policy will be reviewed periodically, normally at least once every two years, or earlier where significant changes occur in organizational activities, applicable requirements, or environmental priorities.

13. Management Commitment
The management of Shatabdi NetBiz is committed to supporting the implementation of this policy by promoting environmental awareness, responsible resource management, and sustainable business practices.
We believe that sustainable development is not merely a corporate responsibility but an essential part of building a competent, safe, and resilient future.

For and on behalf of Shatabdi NetBiz (SNBiz)
Authorized By: Chief Operations Officer

Signature: _____

Approval Date: _____

Next Review Date: _____

This document becomes an approved organizational policy upon formal authorization by SNBiz management.