

July 12, 2013

MEMORANDUM

**Subject: Environmental Management System
Policy and Guidance**

To: All Goldz Employees

This 12th of July, 2013, we will start on implementing our newly developed "Environmental Management System" (EMS).

As a good company, we have to have more awareness on how to help our environment to improve especially in this time of "climate change". Everyone should become more responsible on implementing the said practice.

This is to support the following objectives:

1. To help on preventing pollution.
2. To contribute on preserving our natural resources, conserve energy and learn how to practice recycle.
3. Action plans on how to reduce or maintain our average annual consumption in regards to electricity, gasoline, water, etc.
4. Also to monitor our progress on how to improve more our EMS.

Policy and Guidelines

A. Recycle - Pollution Prevention and Preserving of Natural Resources

1. Paper and Plastic Waste

- 1.1 Employees are not allowed to buy plastic bottled water to reduce plastic waste. The company will provide water purifier to secure the health of our staff.
- 1.2 Create collection bins for the re-use of discarded or unwanted office supplies. Items such as paper clips, binders, pens and mechanical pencils can be used over and over again. Use scrap paper for note pads.
- 1.3 The office will used refillable pen and printer ink cartridges to reduce plastic waste.

B. Energy Saving

1. Electricity Consumption

- 1.1 All employees should turn their computer monitor off when leaving for more than an hour.
- 1.2 Ensure that "Power Saver" or "Sleep" functions are utilized and turn off all office equipment on evenings and weekends. Programmable thermostats control systems should be utilized for evening and weekend.

2. Gasoline Consumption

- 2.1 All messenger will used bikes rather than motor cycle if the assignment was just near the office vicinity.
- 2.2 We will assign car pull for employees instead of providing everyone a gasoline allowance to less the cost I gasoline and help preventing pollution.
- 2.3 All Account Managers should conduct their meetings using video or telephone conferencing. Not only will this practice reduce emissions, but it will save you a significant amount of lost time.

3. Water Consumption

- 3.1 Use refillable water bottles instead of buying bottled water.
- 3.2 To all company drivers lessen the use of water in cleaning company cars.

Monitoring and Improving the Process

1. Monitoring

- 1.1 We will monitor our consumption on a quarterly basis. Provided with the template below and the said report is required to accomplish at the end of every quarter.

Items	Average Monthly Consumption	1 st Quarter 2013	2 nd Quarter 2013	3 rd Quarter 2013	34 th Quarter 2013	Amount Conserved
Electricity (kWh)	660.24 kWh		1,980.72 kWh	1,640 kWh		340.72 kWh
Gasoline (Litter)	2,264 liters		6,792 liters	6,712 liters		80 liters
Water Utilities (cm ³)	420 cm ³		1,260 cm ³	1,213 cm ³		47 cm ³
Drinking Water (gal.)	1200 gals.		3,600 gals.	3,546 gals.		54 gals.
Pen Ink & Cartridges (amount in Peso)	Php 10,000		Php 30,000	Php 27,618		Php 2,382
Bond Papers (Ream)	144 reams		432 reams	417 reams		15 reams

2. Process Improvement

- 2.1 To improve the said method all employees are required to participate and all comments recommendation are welcome to improve the said practice.

In behalf of Goldz Manpower & Management Services, Inc.

Thank you for your cooperation and more power to Gioldz.

Abner J. Sotto Jr.
Recruitment & Business Development Manager
Operations Department

Leize C. Ang
President

Date Approved: _____