

ENVIRONMENTAL AND SUSTAINABILITY POLICY



POLICY STATEMENT

Sustainable Development and Environmental responsibility is priority to Metrofile Holdings Limited and its Group companies ("Metrofile") priority. It is Metrofile's intention, through this policy, to commit to contributing to building a sustainable society and environment. It is our aim to combine business goals and long term economic performance with respect for people, society and the environment.

We are aware that what we do impacts on, but can also benefit, the environment. We are committed to strategies and actions that mitigate and reduce our operational impact on the environment (do less harm), identify and pursue win-win opportunities for both economy and ecology and actively contribute to worthwhile initiatives (do more good).

We believe that active steps must be taken to minimise any negative impact on the environment that may result from the processes and operations of the business. We expect our business partners to also comply with all local laws regarding environmental and sustainability standards.



COMMITMENT

Metrofile and its Group companies are committed to:

- The full implementation of and compliance with all relevant environmental legislation and regulations, without exception.
- Conducting our operations in an environmentally friendly and sustainable manner.
- Continuously improve our environmental performance, reviewing and monitoring, the effectiveness of our programs and actions.
- Developing and implementing programs to monitor use of energy and natural resources.
- Purchasing, where appropriate and viable, goods that are made from recycled materials.
- Reusing and recycling waste where possible.
- Offering customers a recycling service that enables them to reduce their wastage and therefore their impact on the environment.
- Encouraging customers to use environmentally friendly alternatives to the collection and retrieval of documents.
- Raising awareness of our staff to reduce consumption and wastage.
- Minimising energy usage.
- Publishing, for internal use and in our annual report, our environmental performance.
- Taking practical measures to protect the natural surroundings at our facilities.
- Contributing to the wellbeing of the local communities, communicating openly and sincerely with them and pursuing good neighbour relations.
- Supporting and participating in local initiatives and organisations designed to promote sustainability by sharing knowledge, best practices and joint actions.
- Continually improving our performance to further limiting our impact on the environment.

We will proactively promote the efficient use of energy and natural resources by monitoring use and implementing cost-effective programs to increase efficiency, increase the use of alternative and substitute materials, and reduce emissions and waste.

We occupy buildings that have been designed to make the best use of natural light and energy. We are committed to the reduction of our carbon footprint and minimising our impact as a company on the environment.

We will monitor the use of electrical energy and water at all of our offices and facilities.

In addition the following programs have been initiated at a number of our facilities:

- Energy efficient lighting systems with PIR sensors.
- Energy efficient lamps throughout the building.
- Switching off all hot water geysers at the end of the work day.
- Maximising our use of environmentally aware suppliers.
- Use of recycled material in the boxes used for paper storage in our facilities.
- Managing water usage by ensuring that any leaks in pipes, hoses, taps or couplings are reported and repaired.
- Only printing documents when it is absolutely necessary.
- Shredding and recycling all our paper waste.

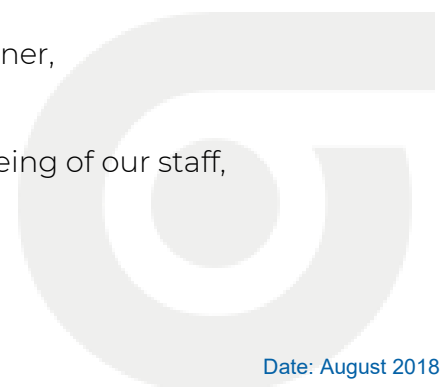
We will continue to meet the needs of the present, without compromising the ability of future generations to meet their own needs. We are committed to sustainable development that addresses environmental, economic and social factors as well as the interrelationships between them.

Metrofile will use its expertise, technology and resources to:

- encourage customers to use environmentally friendly services,
- develop and offer products and services that reduce paper wastage,
- offer paper recycling services,
- assist charitable institutions in building capacity to support their communities.

Metrofile, its group companies and staff will at all times:

- pursue ethical business practices,
- operate within the bounds of the law,
- comply with international best practice,
- conduct its business in an environmentally sensitive manner,
- reuse or recycle waste generated on all our sites,
- play an active role in the development, health and well-being of our staff,



- use our resources to develop our communities,
- encourage our customers, suppliers and partners to adopt similar practices.

LOCAL ADAPTATION

In order for this policy to be effective, it is necessary for it to be applied across the Metrofile Holdings Limited group worldwide, taking into consideration the diverse regulatory environments in which Metrofile operates. The company may, from time to time adapt certain sections of this policy in order to align with in country legislation, regulations and standards. Local Management is responsible for reporting and confirming any local adaptations to this policy with the Metrofile Holdings Group Risk Officer.

VERSION CONTROL

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POLICY OWNER	Vera Massyn
APPROVED BY	Pfungwa Serima

