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COMMUNICATION ON PROGRESS

Period covered from October 2016 to October 2017





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Statement of continued support

Dubai, October 10th 2017

To our stakeholders,

I am pleased to confirm that German Imaging Technologies (Dubai) LLC – GIT – reaffirms its support to the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication of Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Dr. Sassan Dieter Khatib-Shahidi

Chief Executive Officer





Description of Actions

Human Rights

Protect workers from workplace harassment

In August 2017, GIT formalized its Business Ethics Policy (see attached), clarifying acceptable vs. unacceptable behaviors and consequences of unethical behaviors.

Take measures to eliminate ingredients, designs, defects and side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of products

GIT Working Environment Conditions (ISO doc 09) are monitored daily and reported monthly, under the responsibility of the production manager.

Non conformities are reported and action is taken to eliminate any threat. For example, a defective electrical circuit breaker was identified and replaced in August 2017, a missing fire extinguisher was reported and replaced in September 2017.





Labour

GIT created 25 new positions from October 2016 to September 2017, as part of its commitment to job creation.

Comply with minimum wage standards

White collar workforce at GIT is paid along nationwide salary standards and the UAE Labor Law.

Blue collar workforce at GIT is paid significantly higher than the nationwide salary standards. The average salary of general labors is below AED 1500 in 2017, while the average salary for general labors at GIT is AED 3,058, twice as much. In November 2016, blue collars received a 14% salary increase to reflect increase of living standards.

Ensure that employment-related decisions are based on relevant and objective criteria

The whole recruitment process is based upon formal job descriptions and tests (either standard or developed to fit GIT specific needs) which are regularly updated to reflect the evolution of market expectations. All candidates meet a recruitment committee who assesses their skills and competences, and rates their suitability to reach an objective consensus.

GIT reformulated its core purpose and core values in January 2017, and updated its performance review process based on these elements, creating new scorecards. Every employee is assessed on quarterly basis on both pure performance (e.g. revenue, units produced, ...) and alignment with core values. The outcome of these performance reviews drives the management decisions to promote, retain or dismiss employees with relevant and objective criteria.





Environment

GIT revisited and formalized all its environmental policies in June 2017, while applying for ISO14001 certification. GIT was audited by TUV Nord in September 2017 and has received clearance from the auditors.

All products manufactured in GIT are included in the scope of the Environmental Management System (EMS) of GIT, fully integrated with quality procedures in the Integrated Management System. Procedure ESP-04 (Identification of Environmental Aspects and Significance Evaluation) is attached as a reference.

GIT has identified aspects that could possibly impact the environment, impact employee safety, use excessive natural resources and create unnecessary waste. We have taken measures to control, reduce or eliminate our impact to the environment (ref. attached Environmental Aspect/Impact Register).

GIT reviews and revises, where necessary, its emergency preparedness and response procedure, in particular, after the occurrence of accidents or emergency situations (ref. attached documents "ESP 02 Emergency Preparedness and Response" and "Emergency Response Procedure").

Beside this, GIT joined the European Remanufacturing Council in January 2017, as a founding member committed to remanufacturing and protecting the environment. Over the reported period, GIT remanufactured products contributed to reduce solid waste by 122,000 kilograms and reduce CO2 emissions by nearly 500,000 kilograms.

In March 2017, GIT signed a three-year sponsorship (Gold sponsor) with Emirates Wildlife Society-WWF, supporting the organization's aim to conserve biodiversity, tackle climate change and reduce the ecological footprint in the United Arab Emirates.

Anti-Corruption

Ensure that internal procedures support the company's anti-corruption commitment

In August 2017, GIT formalized its Business Ethics Policy (see attached), clarifying acceptable vs. unacceptable behaviors and consequences of unethical behaviors.





Measurement of outcomes

Diversity - demographics of management and employees

At the time of reporting, GIT has 94 employees, including 5 members of the Senior Management Team (SMT).

The following ratios reflect the diversity of both management and employees

	Overall	SMT
Gender		
Male	65%	60%
Female	35%	40%
Age Groups		
20-29	46%	
30-39	44%	60%
40-49	7%	20%
50-59	3%	20%
Nationalities – by regions		
Subcontinent (India, Pakistan, Bangladesh, Nepal, Sri-Lanka)	69%	40%
Africa	12%	20%
Asia	10%	
Europe	6%	40%
Middle-East	3%	

The following table highlights GIT’s commitment to empowering women in the organization. Women are more represented in the management team than across the overall company, and their income is 3% higher on average than their male counterparts.

	Male	Female
Employees		
- Overall	65%	35%
- SMT	60%	40%
Average salary (AED)		
	6,300	6,491



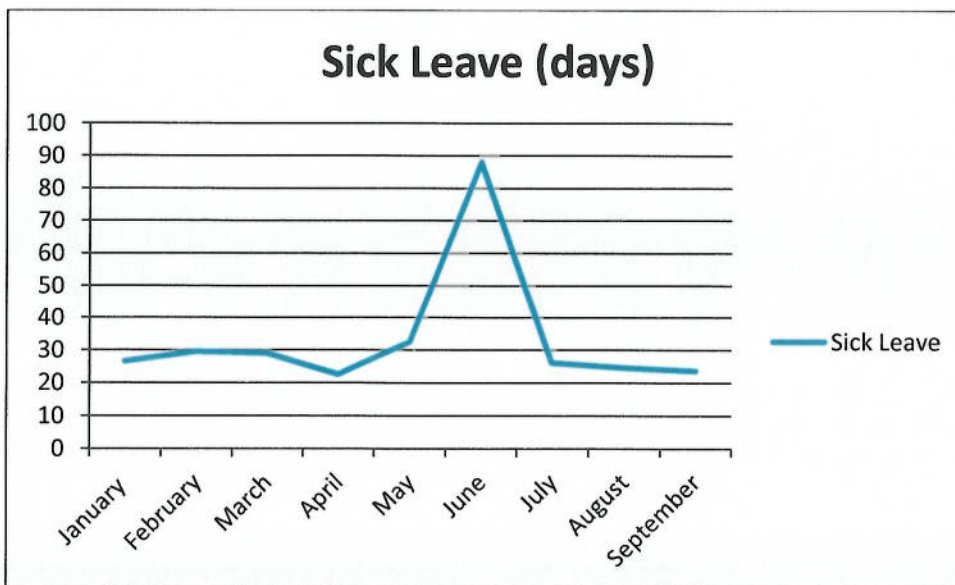


Rate of occupational diseases, injuries and absenteeism

GIT have zero cases of occupational diseases or injuries.

Absenteeism

The graph shows the recorded absenteeism from January to September 2017. The peak in June 2017 was linked to a chicken pox epidemic among the production team, four employees being quarantined to contain the situation.



Aside of this event, the average number of sick leave days per month is 26.75, out of 94 employees (0.28 day per employee per month), declining from the beginning of the year.

Percentage of recycled materials

The very nature of GIT's business is remanufacturing, we reuse whatever we can from our supplies and recycle whatever is not reusable.

Toner left over from empty cartridges: 100% recycled via National Cement Factory (1060 kilograms from October 2016 to October 2017)

Industrial hard plastic: 100% recycled via Madenat al Nokhba (5000 kilograms from October 2016 to October 2017)

Aluminium and other metals: 100% recycled via various licensed recyclers (900 kilograms from October 2016 to October 2017)

Paper and cardboards: 100% recycled with Zenath Paper Recycle Mill (1200 kilograms from October 2016 to October 2017)





Attachments

- (1) GIT Business Ethics Policy
- (2) ISO 09 – Working Environment Conditions
- (3) GIT Score Card
- (4) ISO 14001 certification – Recommendation Letter
- (5) Procedure ESP 04 – Identification of Environmental Aspect and Significance
- (6) Environmental Aspect and Impact Register
- (7) Procedure ESP 02 – Emergency Preparedness and Response
- (8) Emergency Response Procedure





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Annexure 1 – GIT Business Ethics Policy





1.0 Overview

German Imaging Technologies Dubai LLC. is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

GIT will not tolerate any wrongdoing or impropriety at any time. It will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken.

2.0 Purpose and Scope

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated as fair business practices. This policy will serve to guide business behavior to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every employee in GIT. All employees should familiarize themselves with the ethics guidelines and GIT Core Values.

GIT Core Values consists of:

1. CUSTOMER @ HEART
2. OWN IT
3. SPEAK UP
4. KEEP LEARNING
5. COLLABORATE
6. DO IT NOW

Scope: This policy applies to all the Interested Parties of GIT .





3.0 Policy

3.1 Senior Management Commitment to Ethics

3.1.1 must set a prime example within GIT. Company Core Values should be the prime importance for any Senior Management Team Member.

3.1.2 welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert Senior Management to concerns within the work force.

3.1.3 must disclose any conflict of interests regard their position within GIT in an ethical manner.

3.1.4 Select suppliers on the basis of the appropriateness of their products or services and maintain ethical and licit relationships with suppliers of goods and services.

3.1.5 Compete in good faith with other companies cooperating to achieve a free market based on mutual respect between competitors and abstaining from engaging in unfair practices.

3.1.6 Maintain licit and respectful relationships with public authorities and institutions and Respect human rights and democratic institutions

3.2 Employee Commitment to Ethics

3.2.1 GIT employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

3.2.2 Every employee needs to apply effort and intelligence in maintaining core values of the company .

3.2.3 Employees must disclose any conflict of interests regard their position within GIT in an ethical manner.





3.2.4 Employees will help GIT to increase customers and vendor's satisfaction by providing quality products and timely response to inquiries.

3.2.5 Employees should consider the following questions to themselves when any behavior is questionable:

Is the behavior legal?

Does the behavior comply with all appropriate GIT policies?

Does the behavior reflect GIT core values and culture?

Could the behavior adversely affect company stakeholders?

3.3 Company Awareness

3.3.1 Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

3.3.2 GIT will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

3.4 Maintaining Ethical Practices

3.4.1 Employees at GIT should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

3.4.2 GIT has established an ethics and compliance committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

3.5 Unethical Behavior

3.5.1 GIT will not tolerate harassment or discrimination.

3.5.2 Giving or receiving gifts within Corporate risk can leave an organization vulnerable to the accusations of deceit and corruption. This activity is strictly considered as an unlawful act resulting into disciplinary consequences.





3.5.3 Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

3.5.4 GIT will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

3.5.5 GIT employees will not use corporate assets or business relationships for personal use or gain.

4.0 Policy Compliance

4.1 Compliance Measurement

The HR Team will verify compliance to this policy through various methods, including but not limited to, KPI reports, internal and external audits, and feedback.

4.2 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Waiver

We recognize that in rare circumstances a strict application of the Code may result in a significant hardship. In these exceptional cases, a waiver of the Code in order to mitigate hardship may be sought.

Any waiver or amendment of this Code for the Chief Executive Officer must be approved by the Nominating and Governance Committee of the Board of Directors in GIT. For all other employees, any





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waiver of this Code must be approved by the Office of Ethics and Compliance in accordance with procedures adopted by such Nominating and Governance Committee.





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Annexure 2 – Working Environment Conditions



Enviromental Working Conditions



Office area Frequency- Quarterly- For the Year-

Condition checks:

- 1 Ambient temperature Not Exceeding 25 Celcius
- 2 Ambient lighting Adequate for work. Replace defective elements.
- 3 Electrical sockets Secure to wall, operation, cracks. Replace defective items.
- 4 Lighting switches Secure to wall, operation, cracks. Replace defective items.
- 5 Extinguisher Checked and positioned in appropriate areas.
- 6 Building Visual checks made on walls and windows for defects.

Q-1 Q-2 Q-3 Q-4

1				
2				
3				
4				
5				
6				

Sign in the appropriate box if condition is good. Report any defects to Production Manager.

Observations:

Workshop area Frequency- WEEKLY for the month of _____

Condition checks:

- 1 Ambient temperature Not Exceeding 25-35 Celcius
- 2 Ambient lighting Adequate for work. 1, Disassembla & Assembly. 2, Testing. Replace defective elements.
- 3 Electrical sockets: Secure to wall, operation, cracks. Replace defective items.
- 4 Lighting switches Secure to wall, operation, cracks. Replace defective items.
- 5 Clothing Employees are supplied with adequate work wear.
- 6 Safety shoes Employees are supplied with safety shoes.
- 7 Extinguisher Checked and positioned in appropriate areas.
- 8 Breathing masks Adequate supply is made available, replace them as and when required.
- 9 Building Visual checks made on walls and windows for defects.

Week 1 Week 2 Week 3 Week 4 Week 5

1					
2					
3					
4					
5					
6					
7					

Sign in the appropriate box if condition is good. Report any defects to Production Manager.

Observations:



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Annexure 3 – GIT Score Card





Balance Score Card – Key Account Manager

Purpose: Grow existing accounts in revenue & product range by 50%. 100% of retention of accounts.

Star tasks:

- | | |
|---|-----|
| <ol style="list-style-type: none"> 1. Be guardian of the account by ensuring <ol style="list-style-type: none"> a. Delivery KPIs are met – 99% b. Defect rate KPIs are met c. After sales KPIs are met – 99% Ensure quarterly NPS of 9 -10 for all these accounts d. Check, fill & discuss monthly SPEC report with clients. e. Ensure printer list available for 50% of assigned clients. f. Raise red flag when revenue drops in a month, below average of last six months. Develop & maintain multiple level of relationships – IT, procurement, finance, stores, and end-users. g. Ensure one quarterly hospitality event with a client. h. Raise red flags to SMT if any KPIs are not met. i. Raise immediate red flag to SMT when there is any specific risk to account. j. Provide weekly report on guardian tasks a-g to Head of Sales. k. Provide monthly report on guardian tasks to SMT. | 50% |
| <ol style="list-style-type: none"> 2. Growth each account by <ol style="list-style-type: none"> a. Grow revenue in aggregate by no less than 50% during 12 months period with. A minimum of 20% of the growth should reflect in Q2. b. Grow the product portfolio by <ol style="list-style-type: none"> i. Ensuring 100% placements of toners for machines covered by GIT. ii. Ensuring 50% customers buy one extra service from GIT. iii. Replacing inkjet printers with laserjet printers iv. Replacing copiers (CPP/MPS) and any other machines not covered by GIT in cooperation with MPS team. v. Growing affiliated companies & branches including in Kenya. vi. Mapping other international opportunities. c. Ensure no other supplier provides printers and service. d. Provide weekly feedback and report with detailed information to Head of Sales e. Provide list of specific opportunities opened and closed during month to SMT | 50% |





<p>Accounts will be taken and handed to another key account manager if the following scenarios occur:</p> <ol style="list-style-type: none">1. Assessments are done on a quarterly basis.2. Red flags are not raised on all guardian tasks.3. Decline in revenue – 20% on quarterly basis4. Account remains flat –Head of Sales will decide whether the account will stay with account manager or it will be handed over to another account manager based on the analysis provided. If HOS decides to keep the account with the account manager, he/she must present to SMT solid reasons for keeping the account with the same account manager. This should not repeat itself for more than 2 quarters.	

Incentive plan: Calculated quarterly as per the individual plan.

Quarterly Performance reviews will be conducted based on:

- 1) **KPIs as listed above. Minimum rating has to be 6.**
- 2) **Core and Imperative values and mission statement minimum rating has to be 6**
A player is the one with score of 8 and above in KPIs and values
B player is the one with score between 6 and 7.9 in KPIs and values.
C player is the one with score below 6 in KPIs and values. C players will be exited.





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Annexure 4 – ISO 14001 Recommendation Letter



Date : 25th September 2017

To :
German Imaging Technologies Dubai LLC
Umm Ramool, Nad Al Hamar Street,
P.O Box 35778, Dubai, United Arab Emirates

Abu Dhabi Regional Office:
P.O. Box 46030
Abu Dhabi, U.A.E.
Tel.: +971 2 4411146
Fax: +971 2 4411147
Email: abudhabi@tuv-nord.com

Middle East Offices:
Dubai, Bahrain, Kuwait,
Qatar, Oman, Yemen

Subject : Certification according to ISO 14001:2015

Website: www.tuvme.com
Website: www.tuv-nord.com

To Whom It May Concern

TÜV®

This is to certify that:

The Company, **M/s German Imaging Technologies Dubai LLC**, Umm Ramool, Nad Al Hamar Street, Street, P.O Box 35778, Dubai, United Arab Emirates instructed the Certification Body TÜV Middle East (Member of TÜV NORD Group) to audit their Management System to meet the requirements of ISO 14001:2015. The objective is to award the TÜV NORD certificates.

The Certification audit was concluded successfully on **03/09/2017** in the above mentioned company.

The auditors have recommended to issue the certificates.



SHIBU DAVIES

GM – Certification & Auditing
TÜV Middle East



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Annexure 5 – Identification of Environmental Aspects and Significance



Procedure No- ESP 04	Procedures	Page no 1 of 5
Issue :0	Identification of Environmental Aspects and Significance Evaluation	Date: 04/06/2017

Purpose

This procedure describes the method for identifying and evaluating environmental aspects related to the toner cartridge remanufacturing carried out by GIT respectively and determining the significance of these aspects. The procedure also applies to those indirect aspects arising from works carried out by GIT's suppliers and contractors.

Scope

This procedure applies to all operational activities within the scope of EMS in GIT.

Responsibility

EMS Committee

The EMS Committee shall identify the environmental aspects of all activities in the Remanufacturing process of Toner cartridges and evaluate the significance of the environmental aspects.

The members of EMS Committee / EMR shall prepare and maintain the Register of Environmental Aspects such that it contains the most up-to-date information. The Register should be signed by EMR and Operations Manager for approval.

1.1 Identification of Environmental Aspects

The environmental aspects of GIT shall be identified with respect to its major work activities. The aspects identified from business activities and office activities are consolidated to form the Register of Environmental Aspects.

Information reviewed for aspect identification shall include but is not limited to the following:

- Work process flow and procedures
- Legal requirements / non-statutory guidance notes
- Observations in site inspections;

1.2 Identification of Environmental Impacts of Aspects

The environmental impacts of each aspect shall be identified with regards to:

- Resources utilisation (including use of raw materials, energy, etc);
- Waste management;
- Air emissions;
- Water pollution;
- Land contamination;
- Indirect impacts caused by GIT's suppliers or contractors or customers; and
- Others: Flora and Fauna, Visual impact; Community impact, Transportation impact, Nuisance, Site Security, etc.

1.3 Significance Evaluation of Environmental Aspects

The environmental aspects shall be evaluated for their significance as below. The EMS Committee based on the below factors identifies the rating criteria for the Significant and Insignificant Aspects.

Procedure No- ESP 04	<u>Procedures</u>	Page no 1 of 5
Issue :0	Identification of Environmental Aspects and Significance Evaluation	Date: 04/06/2017

Significant Environmental Aspects shall be taken into account in establishing, implementing and maintaining the EMS, they shall be managed by operational control procedures or by establishing improvement objectives and targets.

Risk rating > 10 is considered as significant.

All the Significant risk > 10 is considered to be significant and hence contains the risk for which the opportunities are recorded in the EAI register

Table 1 - Score assignment for evaluation criteria

Legal Requirement Rating	
1	If there is no Legal requirement for the aspect
2	If there is a legal requirement and is followed
3	If there is a legal requirement but is not followed

Likelihood	
1	Very Low
2	Low
3	Medium
4	High
5	Very High

Impact	
1	Very Low
2	Low
3	Medium
4	High
5	Very High

AI Rating = Likelihood x Impact x Leg. Req	
Risk Rating	Risk Priority
1 – 9	L (kept a monitoring control)
10 –19	M (kept the secondary control or included in environmental objectives and target
> 20	H (to be included in

Procedure No- ESP 04	<u>Procedures</u>	Page no 1 of 5
Issue :0	Identification of Environmental Aspects and Significance Evaluation	Date: 04/06/2017

o objectives and target)

1.4 Development and Updating of the Register of Environmental Aspects

The EMS Committee shall identify GIT's environmental aspects and evaluate their significance following steps 6.1 to 6.4. The result shall be shown in the Register of Environmental Aspects (document EAR-01). The information provided for each aspect shall include:

- The process / activity where the aspect is identified;
- A brief description of the aspect;
- The environmental impacts expected to result from the aspect;
- Score of the impacts based on the evaluation criteria;
- The control mechanism for each significant environmental aspect (e.g. operational control procedures, objectives and targets)

The Register shall be updated:

- on a regular basis after the Management Review as necessary; and
- Whenever planned or new development, or new or modified activities, products or services are introduced by GIT or its contractors and suppliers.

2.0 Records

Record	Held	Duration
Register of Environmental Aspects (EAR-01)	EMR keeps the Master Copy	Two previous version



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Annexure 6 – Environmental Aspect and Impact Register



GIT Environmental Impact, Risk and Opportunities Register

Sr. No.	Aspect	Activity Description	Location	Section	Potential Impact	Impact Rating	Legal Requirement	Risk Level	Risk Ranking	Significant Y/N	Controls	Site Controls	Risks	Opportunities	
1	Toner Spillage	Disassembly of toner cartridges color and Monochrome - Shifting of OEM toners from Main warehouse to disassembly area-	Production Shopfloor	Operations	3	2	1	-	L	6	N	OEM (toner/ empires) are kept in corrugated boxes or plastic bins placed on trolley and then transferred from Main warehouse to disassembly area. Toner is vacuumed and floor is mopped cleaning Logs are maintained			
2	Toner Spillage	Disassembly of toner cartridges color and Monochrome - Separation of hepper and wastebin-	Production Shopfloor	Operations	3	2	1		L	6	N	Cleaning is done on disassembly work station connected to toner cleaning station which are having negative pressure and equipped with HEPA filter. Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped cleaning Logs are maintained			

3	Toner spillage	Disassembly of toner cartridges color and Monochrome - Cleaning of components with high pressure air	Production Shopfloor	Operations	Land Contamination	3	2	1		L	6	N	<p>Cleaning is done on disassembly work station, connected to toner cleaning station which are having negative pressure and equipped with HEPA filter.</p> <p>Cemented floors in the Shopfloor which prevents from land getting polluted</p> <p>3M flame proof/anti-static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle. Toner is vacuumed and floor is mopped/cleaning. Logs are maintained</p>			
4	Toner spillage	Disassembly of toner cartridges color and Monochrome - Cleaning of hopper and waste bins-	Production Shopfloor	Operations	Land Contamination	3	2	1		L	6	N	<p>Cleaning is done on disassembly work station, connected to toner cleaning station which are having negative pressure and equipped with HEPA filter.</p> <p>Cemented floors in the Shopfloor which prevents from land getting polluted</p> <p>3M flame proof/anti-static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle. Toner is vacuumed and floor is mopped/cleaning. Logs are maintained</p>			

5	Toner spillage	Disassembly of toner cartridges color and Monochrome - Cleaning of Toner filling machine-	Production Shopfloor	Operations	Land Contamination	3	2	1	L	6	N	Toner machine hopper is cleaned on the toner cleaning machine to avoid spillage on ground. Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped, cleaning Logs are maintained			
6	Toner spillage	Sealing and filling of toner, Monochrome Filling the toner machine with toner- Bag tonner from top.	Production Shopfloor	Operations	Land Contamination	3	2	1	L	6	N	Cleaning is done on disassembly work station, connected to toner cleaning station which are having negative pressure and equipped with HEPA filter. Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped, cleaning Logs are maintained			

7	Toner spillage	Sealing and filling of tonner, Monochrome filling of hoppers from the toner filling machine.	Production Shopfloor	Operations	Land Contamination	3	2	1	L	6	N	Cleaning is done on disassembly work station, connected to toner clearing station which are having negative pressure and equipped with HEPA filter. Cemented floors in the Shopfloor which prevents from land getting polluted. Toner is vacuumed and floor is mopped. Leaning Logs are maintained. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the tonner in waste bags for recycle.			
8	Toner spillage	Sealing and filling of tonner, Monochrome - weighing the hopper and installation of seal on hopper.	Production Shopfloor	Operations	Land Contamination	5	2	1	L	6	N	Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the tonner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped. Leaning Logs are maintained.			

9.	Toner spillage	Sealing and filling of tonner, Monochrome Filling of toner from tonner bags to small bottles-	Production Shopfloor	Operations	Land Contamination	3 2 1	1	L	6	N	Filling is done on work station, connected to toner cleaning station which are having negative pressure and equipped with HEPA filter. Cemented floors in the Shopfloor which prevents from land getting polluted. Toner is vacuumed and floor is mopped leaning Logs are maintained 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the tonner in waste bags for recycle if any spillage is observed.			
10.	Toner spillage	Sealing and filling of tonner, Monochrome Filling of tonner from bottles to tonner hopper- mono and color-	Production Shopfloor	Operations	Land Contamination	3 2 1	1	L	6	N	Filling is done on work station, connected to toner cleaning station, which are having negative pressure and equipped with HEPA filter. Cemented floors in the Shopfloor which prevents from land getting polluted. Toner is vacuumed and floor is mopped cleaning Logs are maintained. 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the tonner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped leaning Logs are maintained			

11	Toner spillage	Assembly of Toner Cartridges - Cleaning of components with water and alcohol IPA 99%	Production Shopfloor	Operations	Land Contamination	3	2	1	L	6	N	Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proofant static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle, if any spillage is observed. Toner is vacuumed and floor is mopped cleaning Logs are maintained The amount of alcohol used is very minimal and being volatile it gets evaporated orot blown with air.		
12	Toner spillage	Assembly of Toner Cartridges - Adding testing toner on the magnetic roller and adder roller, Toner spillage	Production Shopfloor	Operations	Land Contamination	3	2	1	L	6	N	Cemented floors in the Shopfloor which prevents from land getting polluted. 3M flame proofant static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle The amount of toner used is very minimal 5-8 gms. Toner is vacuumed and floor is mopped cleaning. Logs are maintained		

13	Toner spillage	Testing - Inserting cartridges in the printer and performing print test.	Production Shopfloor	Operations	Land Contamination	3	2	1		L	6	N	Testing is done on the work table covered with 2mm rubber sheets, which prevents from land getting polluted. 3M flame proofant static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped cleaning Logs are maintained			
14	Toner spillage	Packing - Performing the leak test of toners- Toner spillage	Production Shopfloor	Operations	Land Contamination	3	2	1		L	6	N	Testing is done on the work table covered with 2mm rubber sheets, which prevents from land getting polluted. 3M flame proofant static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed. Toner is vacuumed and floor is mopped cleaning Logs are maintained			
15	Toner spillage	Storage and Inventory - Arrangement of tonner bottles and bags- tonner spillage	Production Shopfloor	Operations	Land Contamination	3	2	1		L	6	N	Bottles are sealed and stored on yoke, where as the bags (10 kgs) are stored on tower racks. Centricated floors in the Shopfloor which prevents from land getting polluted. Toner is vacuumed and floor is mopped cleaning Logs are maintained			

16	Toner spillage	Disassembly of toner cartridges, color and Monochrome - Cleaning of toner cleaning work stations and machines-	Production Shopfloor	Operations	Land Contamination	3	3	1	L	9	N	The toner is collected in the waste bags under the machine while cleaning the filters. Cemented floors in the Shopfloor which prevents from land getting polluted. Toner is vacuumed and floor is mopped. Cleaning Logs are maintained 3M flame proof anti static vacuum cleaner is used to clean the floor and collect the toner in waste bags for recycle if any spillage is observed.	-	-	-
17	Disposal of cardboard boxes	Scrip boxes are received along with the incoming raw materials	Production Shopfloor - wastage storage area	Operations	Increased volume to landfill. Release of toxic / harmful substances.	2	2	2	L	8	N	Waste is segregated in different bins and send for recycling	-	-	-
18	Water use	Water use in the Production Shopfloor for various purpose	Production Shopfloor	Operations	Depletion of a natural resource	3	2	3	M	18	N	Water is only used for Domestic purpose.	Higher costs from inefficient resource use	Savings in energy consumption by making the processes more efficient	Ref. Objectives and Targets Environmental Management Program
19	Compressor/ Discharge of oil to the land	Oil change/ per schedule maintenance	Production Shopfloor - compressor room	Operations	Depletion of Natural Resources	2	2	2	L	8	N	Monitored daily and oil replaced every quarterly by production tech.	-	-	-
20	Kynar Powder discharges to land and air	Disposal of Waste: Toner	Inventory Area	Operations	Land contamination and Air Pollution	2	2	2	L	8	N	Waste Toner sent to Recycler. Air Monitoring Test.	-	-	-
21	Energy Use - Electricity	Consumption of Electricity during the Production working hours for manufacturing of toner cartridges	Production Shopfloor	Operations	Depletion of a natural resource.	3	2	3	M	18	Y	Major part of the Electricity is not in use and is switched off after the working hours. Consumption is monitored	Higher costs from inefficient resource use.	Savings in energy consumption by making the processes more efficient	Ref. Objectives and Targets Environmental Management Program

22	Disposal of Paper	Disposal of Papers after testing of Cartridges are carried out by Quality Technicians	Quality Testing	Operations	Increased volume to landfill	2	2	2	2	Technical Guideline no. 8 Waste Management of Recyclable materials	L	8	N	Paper is collected from various collection points, shredded and then recycled. Disposal Records maintained	Problems complying with Environmental Legislation/Part y handling waste does not hold a valid approval from DM Environment Management.	Reduced disruption due to regulatory Action, Avoidance of Fines
23	Toner Cartridges - Recycling	manufacturing Toner Cartridges in the Production shopfloor as per the SOPs	Production Shopfloor	Operations	Increased volume to landfill.	2	2	2	2	Technical Guideline no. 8 Waste Management of Recyclable materials, Technical guideline no. 6 Disposal of Hazardous Waste	L	8	N	Boxed up and sent to recyclers which is later used in Cement Industries. Communication Log maintained	Problems complying with Environmental Legislation/Part y handling waste does not hold a valid approval from DM Environment Management.	Reduced disruption due to regulatory Action, Avoidance of Fines

Legal Req.	Likelihood					Impact
1	1	2	3	4	5	1 Very Low
2						2 Low
3						3 Medium
						4 High
						5 Very High

AI Rating = Likelihood x Impact x Leg. Req

Risk Rating	Risk Priority	Monitoring
1 - 9	L	Monitoring
10 - 19	M	Sec Controls
> 20	H	Objectives and Targets

Approved by	Operations Manager	MIR
Signature		



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Annexure 7 – Emergency Preparedness and Response



Procedure No- ESP 02	<u>Procedures Manual</u>	Page no 2 of 2
Issue :0	Environmental Emergency Preparedness and Response	Date: 04/06/2017

Purpose

This procedure describes the preparedness and response procedures for potential accidents and emergency situations giving rise to significant environmental impacts.

Scope

This procedure applies to assembly process of GIT for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions;
- Rainstorms, typhoon or other unexpected weather conditions;
- Accidents as a result of equipment failure

Responsibility

Environmental Management Representative

The EMR shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

Function / Departmental Manager

The Function / Departmental Manager shall minimise the likelihood of accidents and emergency situations. The Function / Departmental Manager shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. The Function / Departmental Manager shall arrange appropriate drills at various department / area and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility, the Function / Departmental Manager shall be informed and review the accident reports and remediation works taken by responsible staff.

Emergency Team

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or Function / Departmental Manager.

Staff of GIT

All staff shall be familiarized with the emergency procedures and follow them in case of accidents or emergency situations.

1. The EMR and Function / Departmental Manager shall identify dangers, taking proactive steps to prevent emergency incidents, and completing tasks in preparation for emergencies.

The EMR in cooperation with departmental head shall coordinate the preparation and maintenance of that contains all emergency procedures.

The EMR shall ensure the Function / Departmental Managers preparing emergency procedures relevant to their activities.

The Function / Departmental Managers shall familiarise and train their staff and Emergency Team members.

The Function / Departmental Manager and involved staff shall identify the root causes and any preventive actions and report the accident by completing an Accident Report (Appendix 2) after each accident or emergency situation and submit the completed form to the EMR to review.

Procedure No- ESP 02	<u>Procedures Manual</u>	Page no 2 of 2
Issue :0	Environmental Emergency Preparedness and Response	Date: 04/06/2017

The Function / Departmental Manager shall ensure emergency drill is conducted once every 6 month and periodic testing of the procedures are conducted where practical and maintains the emergency drill summary report (Appendix 1) for the EMR to review.

The EMR together with Function / Departmental Managers shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.

2. Records

Record	Held	Duration
Emergency Drill Report (EMR-01)	EMR	3 years
Accident Report (AR-01)	EMR	3 years



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Annexure 8 – Emergency Response Procedure



EVACUATION PLAN - GERMAN IMAGING TECHNOLOGY

GROUND FLOOR

PARKING LOT



EVACUATION PROCEDURE

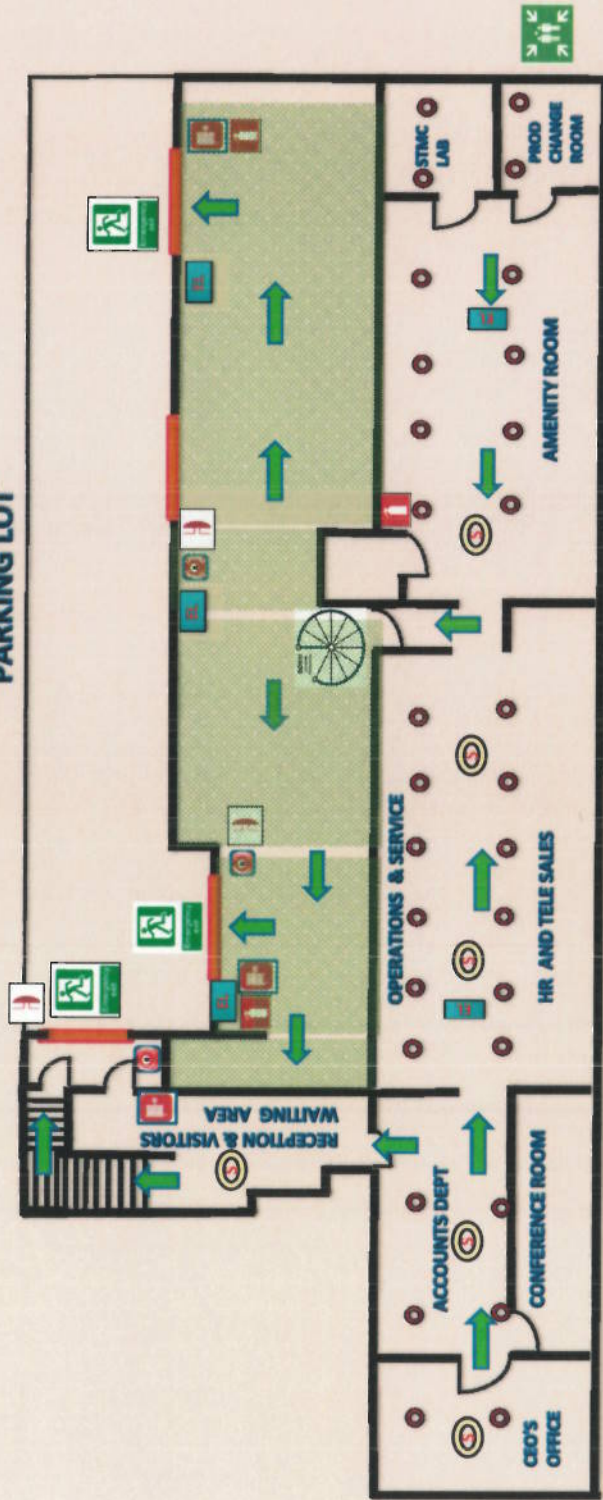
- 1) SOUND THE FIRE ALARM - CALL 997 FIRE SERVICE
- 2) ASSIST PERSONS WITH DISABILITIES
- 3) EXIT THE BUILDING USING THE NEAREST EXIT ROUTE
- 4) DO NOT STOP TO STOP TO COLLECT PERSONAL ITEMS.
- 5) REPORT TO THE NEAREST OUTSIDE ASSEMBLY POINT
- 6) DO NOT RE-ENTER UNTILL AUTHORIZED TO DO SO.

LEGEND

<ul style="list-style-type: none"> ASSEMBLY POINT MANUAL CALL POINT FIRE HOSE REEL FIRE BELL/ALARM FIRE EXTINGUISHER EXIT ROUTE EXIT DOOR 	<ul style="list-style-type: none"> FIRST AID BOX U ARE HERE STAIR CASE SPRINKLER OUTLET EMERGENCY EXIT LAMP SPIRAL STAIR CASE SMOKE DETECTOR
---	--

EVACUATION PLAN - GERMAN IMAGING TECHNOLOGY

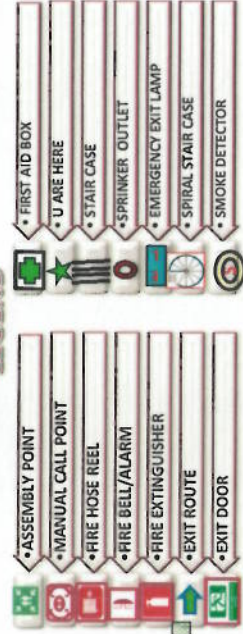
FIRST FLOOR PARKING LOT

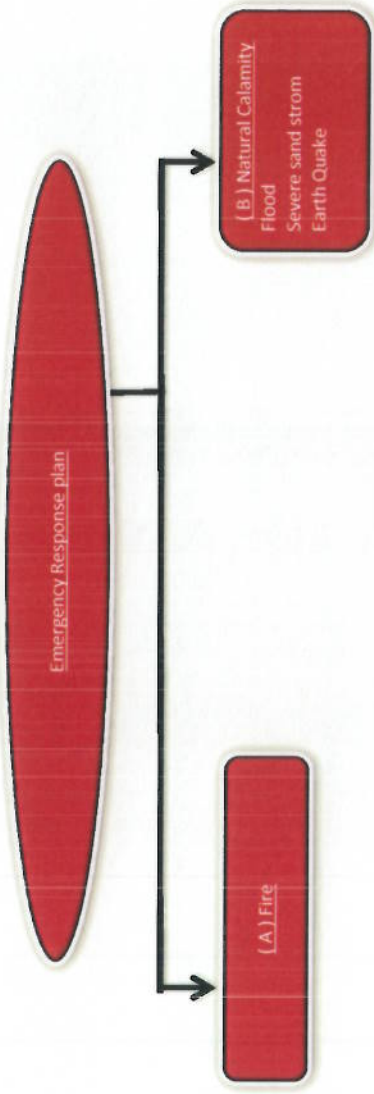


EVACUATION PROCEDURE

- 1) SOUND THE FIRE ALARM - CALL 997 FIRE SERVICE
- 2) ASSIST PERSONS WITH DISABILITIES
- 3) EXIT THE BUILDING USING THE NEAREST EXIT ROUTE
- 4) DO NOT STOP TO STOP TO COLLECT PERSONAL ITEMS.
- 5) REPORT TO THE NEAREST OUTSIDE ASSEMBLY POINT
- 6) DO NOT RE-ENTER UNTILL AUTHORIZED TO DO SO.

LEGEND

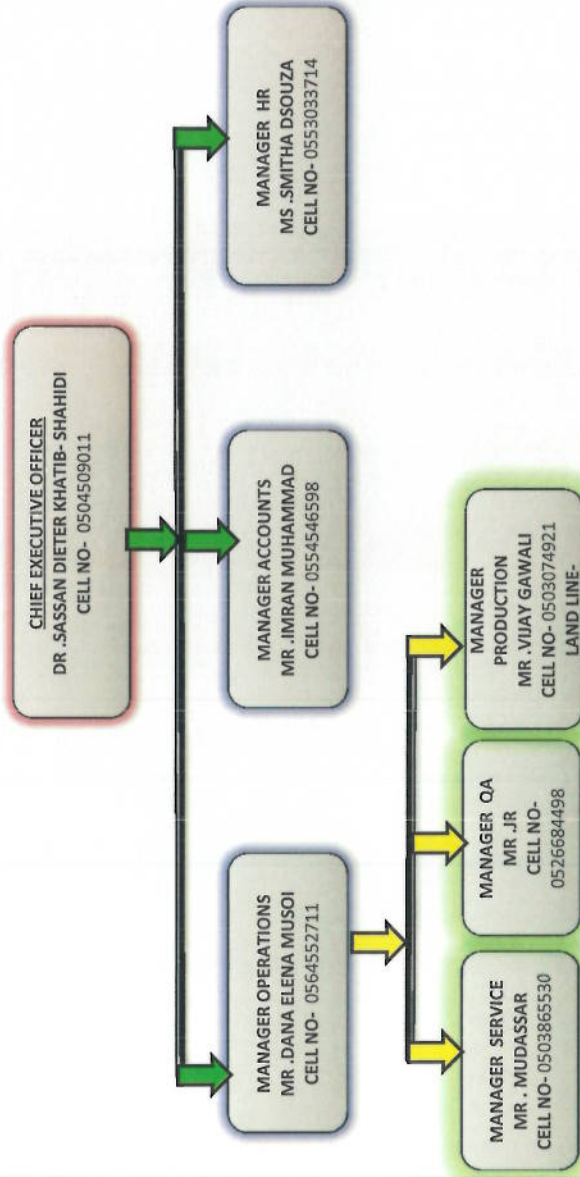




Role	Employee Names
Fire Wardens	Abiha
	Monica
	Santosh / Mohm Jangy
Fire Responder	Sassa
	Sinisa
	Bhim Bahadur
	Mehbub
Coordinators	Sumith
	Vanessa
	Smitha
Drill Observers	Abdul
	Dana
	Jelena Lozo
First Aiders	Supun Parera
	Harsha Rajpaksha
	Jeevan Prabhat
Security Supervisor	Nikita
Facilities Manager	Vijay
	JR

- Call trees for employees, contractors and vendors
Refer the call tree (Annexure - II)
- Floor plans with detailed information
ANNEXTURE -II & ANEXTURE-III
- Building evacuation drills
Not yet finish,

CALL TREE IN CASE OF EMERGENCY



CIVIL DEFENCE
RASHIDIYA
Contact number -42861999

SHK .RASHID HOSPITAL
Contact number-42191000

LATIFA HOSPITAL
Contact number-4324111

WASAL PROPERTIES
Contact number - 8009275

DEWA
contact number - 04601999