

KALYANA SOCIAL & ENVIRONEMNTAL MANAGEMENT SYSTEM

2023

Document Particulars

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Executive Management Team

Revision History

- **Version 1.0**
Initial version

Policy Statement

- Kalyana is committed to operating in a legal, ethical and environmentally responsible manner in all aspects of our business.
- As part of this commitment, we have established an Environmental Management System to ensure we operate in an environmentally-conscious and responsible manner.
Through this program we endeavor to understand our impact on the environment, undertake efforts to reduce negative impacts and strive to continuously make improvements in this area.
- We comply to all applicable labor laws within Indonesia.
The scope includes but is not limited to; work hours, compensation and benefits, equal employment opportunities, ethics and risk reporting, and scheduled paid time off.

Employee Health & Safety

- Kalyana does not currently operate any hazardous equipment or in any environments requiring special/specific Health & Safety requirements.
- Below are the steps Kalyana have taken to promote employee health & safety:
 - Provide ergonomic workstations to promote proper posture. Ensure that computer monitors are positioned at eye level and keyboards are at a comfortable height.
 - Encourage employees to take regular breaks and engage in stretching exercises to prevent eye strain and repetitive strain injuries.
 - Ensure proper ventilation and lighting in the office area to create a comfortable working environment.
 - Regularly inspect and maintain electrical equipment, such as computers, monitors, and peripherals, to minimize the risk of electrical hazards.
 - Develop and communicate emergency procedures, including evacuation plans, fire safety protocols, and reporting mechanisms for accidents or incidents.
 - Encourage frequent handwashing or provide hand sanitizers in accessible locations.
 - Regularly clean and disinfect shared surfaces, such as desks, keyboards, and doorknobs.

Environmental Management System (EMS) Objectives

- Ensure compliance with any applicable environmental laws, regulations, and relevant requirements
- Establish and achieve environmental goals and targets
- Identify and assess environmental aspects and impacts of Kalyana operations
- Promote employee awareness and engagement in environmental management
- Continually improve environmental performance through regular monitoring, measurement, and evaluation

Environmental Management System (EMS) Responsibilities

- The management team is directly responsible for overseeing the implementation and monitoring the ongoing operation of the EMS.
- Kalyana will perform an annual audit on all aspects of the management system that addresses labor, ethics and environmental impact to ensure that they are adequate, meet all legal requirements and are being complied with. The audit will include assessing employee understanding and feedback on relevant aspects of the program.
- The audit team will be comprised of staff from HR, General Admin, Facilities and other roles where appropriate.

Environmental Management System (EMS) Responsibilities

- Audit results will be communicated directly to Executive Management. Kalyana will also regularly publish relevant progress and findings towards our environmental goals.
- All employees are expected to adhere to the environmental policy, follow established procedures, and contribute to the achievement of environmental goals and targets.

Environmental Aspects and Impacts

- We regularly identify and evaluate the environmental aspects associated with our activities, products, and services.
- These include factors such as energy consumption, water usage, waste generation/management, emissions, etc.
- We collect data for these aspects as part of our effort to minimize our impact on the environment.
These metrics are reviewed annually by Kalyana Management.

Environmental Goals

Energy Conservation

- Employees are encouraged to turn off lighting, computers, and air-conditioning units when not in use.
- Use of energy-efficient LED lighting throughout our offices.
- Use of natural light in lieu of indoor lighting where possible.
- We measure our electricity usage regularly to gauge the impact of our guidelines and programs.

Environmental Goals

Greenhouse Gas Emissions

- As a software solutions company, we do not employ any heavy machinery emitting greenhouse gases or toxic waste.
- We encourage video conferencing instead of travel for meetings and conferences unless necessary.
- Implement energy-efficient technologies to reduce cooling (air-conditioning) related emissions.

Environmental Goals

Waste Management

- Employees are trained to sort waste/trash. Recyclable waste and hazardous materials (e.g. batteries) are separated from regular waste.
- We work with relevant local organizations (e.g. Tzu Chi Foundation) for plastics and cardboard recycling.

Waste Reduction

- We discourage the use of single-use plastics.
- Minimize/Eliminate Printing
Technical and project documentation are primarily distributed and archived in electronic format(s).
- All employees use mugs/glass/water bottles in place of plastic/foam cups. We also encourage our employees to bring their own reusable dishes and silverware from home.

Monitoring & Measurement

- Development of monitoring procedures to track key environmental indicators and assess our performance.
This includes energy consumption, water usage, waste generation, emissions, and other relevant parameters
- Collection and analysis of data from monitoring activities to evaluate our environmental performance and progress towards achieving goals and targets. This data will provide insights for decision-making, identifying trends, and implementing corrective actions where necessary.
- Regular performance evaluations will be conducted to assess the effectiveness of the EMS and identify areas for improvement. This evaluation involves reviewing key performance indicators, comparing results against established targets, and considering feedback from staff and Management Team. The findings will inform the management review process and support continuous improvement efforts.

Employee Training

- Employees are trained on our S&EMS processes as part of new hire orientation.
- Employees with audit or oversight responsibilities are required to read and acknowledge that they are familiar with this document and understand how it relates to their assigned area of responsibility.

Supplier Notification / Cascading

- On an annual basis, Kalyana will review its' supply base to identify any subcontractors or suppliers that provide goods and/or services that are material to the product that Kalyana delivers.
- Kalyana will cascade elements of this policy to all relevant suppliers and monitor their compliance.
- Any identified suppliers will be notified via email of the need to comply to S&EMS (Social & Environmental Management System) requirements.