

SUSTAINABILITY POLICIES - ENVIRONMENTAL

A. IBEX Policy on the Utilization of eBooks Over Printed Books

1. Purpose

This policy establishes using electronic books (eBooks) instead of printed books within the IBEXEd division and across all other functions of IBEX. This policy is integral to our Environmental, Social, and Governance (ESG) strategy, reflecting our commitment to reducing our environmental impact and promoting sustainability in our educational and professional practices by adopting eBooks.

2. Scope

This policy applies to all training classes conducted by the IBEXEd division as well as other departments within IBEX that utilize resources for training, education, research, and professional development purposes. All instructors and employees are encouraged to adhere to this policy for personal and professional reading materials where possible.

3. Policy Statement

IBEX is committed to prioritizing the acquisition and use of eBooks rather than printed books, especially within its IBEXEd division, which conducts various training classes. This initiative supports our goals to:

- Significantly decrease paper consumption, conserving natural resources and reducing the impacts of deforestation.
- Reduce carbon emissions associated with the production, transportation, and disposal of printed books.
- Improve resource management efficiency and enhance the accessibility of educational materials.

4. Guidelines and Procedures

a. Acquisition:

- IBEXEd and all other departments requiring new reading materials should request eBook versions as a first preference.
- The operations department should prioritize eBooks and source these from suppliers who demonstrate environmental consciousness and uphold sustainability values.

b. Usage:

- Instructors and employees are encouraged to use digital devices such as laptops or their remarkable tablets for accessing eBooks.
- IT support will be available to assist with accessing and optimizing eBooks.

c. Exceptions:

- If an eBook is unavailable, printed books may be sourced second-hand or from sustainable suppliers, prioritizing environmental friendliness.
- When a printed book is necessary, sharing and borrowing practices are encouraged among the IBEXEd staff to minimize the number of printed materials needed.

5. Monitoring and Reporting

a. Compliance:

- Heads of departments, especially within IBEXEd, are responsible for ensuring adherence to this policy.
- A bi-annual review will be conducted to assess the implementation effectiveness and compliance with the eBook policy.

b. Sustainability Metrics:

- An annual sustainability report will be generated to highlight progress in eBook utilization and identify areas for further improvement.

6. Continuous Improvement

IBEX recognizes the importance of adopting new technologies and staying updated with sustainable practices. This policy will be reviewed annually and revised as necessary to align with the latest sustainability practices and technological advancements in eBook platforms and readers, ensuring that IBEXEd and other divisions continue to lead by example in environmental responsibility.

B. IBEX Policy on the Utilization of reMarkable Tablets by Management Team

1. Purpose

This policy outlines the use of reMarkable tablets within the management team at IBEX to minimize our reliance on paper and reduce the environmental impacts associated with printing.

This initiative is part of our commitment to sustainability and efficient resource management under our Environmental, Social, and Governance (ESG) strategy.

2. Scope

This policy applies to the management team. It is designed to promote the use of digital tools and technology for everyday tasks traditionally dependent on paper and printers.

3. Policy Statement

IBEX is dedicated to reducing paper waste and conserving environmental resources by integrating reMarkable tablets into our daily operations. The adoption of these tablets will decrease the need for printed materials and foster a more sustainable, paperless work environment.

4. Guidelines and Procedures

a. Tablet Use:

- Management team members will be equipped with reMarkable tablets to use for note-taking, reading, and managing documents.
- Employees are expected to utilize their tablets to diminish the necessity for paper-based note-taking and document printing.

b. Reduction of Printers:

- Effective immediately, IBEX will no longer provide personal printers to new employees.
- All employees are encouraged to maintain digital records and utilize electronic documents to further reduce our paper usage.

c. Training and Support:

- IBEX will provide necessary training for the management team and new employees on how to maximize the use of reMarkable tablets.
- IT support will be available to assist with any issues related to tablet functionality and to help transition away from paper dependency.

5. Monitoring and Compliance

a. Implementation:

- Department heads are tasked with overseeing the adoption and ongoing use of reMarkable tablets within their teams.
- Regular feedback sessions will be conducted to address any challenges and gather suggestions for improvement.

b. Reporting:

- A compliance report will be prepared annually to assess the effectiveness of the paper reduction strategy.

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6. Review and Improvement

This policy will be reviewed annually to incorporate new technological advancements and ensure that it effectively reduces IBEX's environmental footprint. Adjustments will be made based on employee feedback and technological developments.

C. IBEX Remote Work Policy for Home Office Employees

1. Purpose

This policy is designed to formalize the remote work structure for home office employees at IBEX, recognizing the significant environmental benefits of reducing commute-related greenhouse gas emissions and pollution. This approach not only supports our sustainability commitments under our Environmental, Social, and Governance (ESG) strategy but also promotes work-life balance and efficiency among our team members.

2. Scope

This policy applies to all eligible employees at IBEX who are designated as home office staff. It details the expectations and responsibilities associated with remote work, including occasional requirements for in-office attendance.

3. Policy Statement

IBEX is committed to fostering a flexible working environment that significantly contributes to environmental sustainability by minimizing commute requirements, thereby reducing our collective carbon footprint.

4. Guidelines and Procedures

a. Eligibility and Implementation:

- Employees identified as home office staff are eligible to work remotely.
- Department heads will determine the feasibility of remote work based on job function and team needs.

b. Remote Work Setup:

- Employees will be provided with the necessary technology and access to secure networks to perform their duties effectively from home.
- IBEX will support employees in setting up a home office that meets the standards for safety, ergonomics, and productivity.

c. In-office Attendance:

- While remote work is the standard for eligible employees, periodic in-office attendance is required for meetings, training sessions, or project collaborations.
- Employees may need to travel to the office to retrieve materials or meet with customers and partners as required by their roles.

d. Travel and Commute Reduction:

- In alignment with our sustainability goals, all travel to the office should be planned and consolidated to minimize environmental impact.
- Employees are encouraged to use public transportation or carpool when in-office attendance is necessary.

e. Promotion of Sustainability:

- This remote work policy is a cornerstone of IBEX's commitment to reducing environmental impacts and is prominently promoted in our corporate materials and communications.
- Employees are encouraged to adopt sustainable practices in their home offices, such as using energy-efficient devices and recycling.

5. Monitoring and Compliance

a. Tracking Environmental Impact:

- Annual reviews will be conducted to assess the environmental benefits and areas for further improvement.

b. Policy Compliance:

- Compliance with this policy will be monitored through regular check-ins and digital tracking of work outputs.

- Non-compliance with remote work guidelines will be addressed on a case-by-case basis to ensure the effectiveness of this policy.

6. Review and Modification

This policy will be reviewed annually to adapt to changing circumstances and to incorporate employee feedback. IBEX remains committed to enhancing its policies to maximize environmental benefits while maintaining high standards of operational efficiency and employee satisfaction.