

Location *Human Resources Dept*Inspected by *K. C. Lo*Date *5/1/2006*

Signature

Reviewed by *Huang Ming*

Please tick the appropriate box

0 – serious nonconformity, requires issue of CAR (fill the corrective action request form)

1 – not satisfied, but immediate remedial action was taken and found acceptable

2 - satisfied

*Important : Please refer to the requirements as defined in EI-01 Environmental Office Practices*

| Items to be checked                                                                                                                                                      | 0 | 1 | 2 | N/A | Comment / Follow up |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----|---------------------|
| <b>Waste Management</b>                                                                                                                                                  |   |   |   |     |                     |
| 1. Use both sides of paper in printers/faxes/ photocopier, collection box for one-side-used papers is available and properly used?                                       |   |   | ✓ |     |                     |
| 2. Establish collection boxes for used packing materials, cord binding, envelopes and other material that can be reused ?                                                |   |   | ✓ |     |                     |
| 3. Use refillable and environmentally friendly stationeries wherever possible ? (e.g. refillable ball pens, pencils, markers, rechargeable batteries, etc.)              |   |   | ✓ |     |                     |
| 4. Waste is segregated with separate containers, properly labelled ?                                                                                                     |   |   | ✓ |     |                     |
| 5. Waste paper for recycling purpose is properly disposed in the designated containers ?                                                                                 |   |   | ✓ |     |                     |
| 6. Spent cartridges of printers are collected for recycling ?                                                                                                            |   |   | ✓ |     |                     |
| 7. Batteries and computer wastes are collected centrally for proper disposal ?                                                                                           |   |   | ✓ |     |                     |
| 8. Not using paper cups, paper plates, plastic forks and spoons, and other disposable tools ?                                                                            |   |   | ✓ |     |                     |
| 9. Refillable and biodegradable detergent is used ?                                                                                                                      |   |   | ✓ |     |                     |
| 10. Cloths and towels are used in pantry ?                                                                                                                               |   |   | ✓ |     |                     |
| 11. Records of waste disposal and waste recycling are maintained?                                                                                                        |   |   | ✓ |     |                     |
| <b>Water Conservation</b>                                                                                                                                                |   |   |   |     |                     |
| 12. Does the office keep a record of water consumed?                                                                                                                     |   |   | ✓ |     |                     |
| 13. "Save Water" stickers and the number to report leaking faucets are indicated properly?                                                                               |   |   | ✓ |     |                     |
| 14. No running tap or water leakage is observed?                                                                                                                         |   |   | ✓ |     |                     |
| <b>Energy Conservation</b>                                                                                                                                               |   |   |   |     |                     |
| 15. Does the office keep a record of energy consumption within the operation for monitoring purposes?                                                                    |   |   | ✓ |     |                     |
| 16. Switch off air-conditioners, lighting, computers, printers, photocopiers and electrical appliance when they are not in use or no one is left in the room/work area ? |   |   | ✓ |     |                     |

| Items to be checked                                                        | 0 | 1 | 2 | N/A | Comment / Follow up |
|----------------------------------------------------------------------------|---|---|---|-----|---------------------|
| 17. "Energy Saving" stickers are properly placed ?                         |   |   | ✓ |     |                     |
| 18. The temperature of air-conditioners is set at 20-25.5°C ?              |   |   | ✓ |     |                     |
| 19. Computers are in energy saving mode when idle for 20 minutes or more ? |   |   | ✓ |     |                     |
| <i>Indoor Air Quality</i>                                                  |   |   |   |     |                     |
| 20. No smoking policy is implemented properly?                             |   |   | ✓ |     |                     |
| Others :                                                                   |   |   |   |     |                     |