

## Office Operations

- Continued to promote environmental awareness in office locations by encouraging employees to minimize waste and manage waste output
- Recycling bins for paper and cardboard, glass, plastic, batteries and print toner cartridges are available in TGS offices and employees are encouraged to follow proper recycling procedures, which are displayed above the associated recycling bins
- TGS reduced energy consumption in its offices by utilizing light sensors to switch lights off when spaces are not in use
- In the UK, employees are encouraged to cycle to work, unplug electricity-consuming devices when they are not in use, and use reusable bags (available on site) for shopping or transport needs in an effort to cut down on the use of plastic bags
- Mandatory company-wide HSE training on sustainability