



MEMORANDUM

To : All Employees
From : Office of the President and CEO
Date : January 02, 2020
Reference No. : 2020-02
Subject : Implementation of Green Workplace Initiatives

PGA Sampo Insurance Corporation (the “Company”) acknowledges the benefits of adopting environmental friendly practices across the organization. The Company hereby implements the following initiatives at its work premises to contribute to the preservation of the environment:

1. Proper Waste Management

The Company commits to comply with the existing laws on waste management. All employees of the Company are encouraged to ensure that all waste materials in the respective work area are segregated according to biodegradable and non-biodegradable.

2. Energy Conservation

Saving energy in the office contributes a lot to save the environment by lessening carbon pollution. As such, all employees are encouraged to:

- a. Activate the sleep settings of all computers when they are not needed and shut down the same after office hours;
- b. Power down copiers, printers, scanners, and other equipment during weekends, and other times when no one is in the office for extended periods;
- c. Turn off or dim the lights when adequate sunlight is available to illuminate the interior space of the office;
- d. Turn off the lights at the end of office hours; and
- e. Print only when necessary.

3. Reduce, Reuse and Recycle Materials

Reducing, reusing, and recycling can help the Company and the environment by saving energy and natural resources. To achieve this initiative, all employees are encouraged to:

- a. Utilize email instead of using paper to fax;
- b. Implement paperless and switch to digital files and electronic documents;

- c. Print on both sides of a sheet of paper before shredding/disposing the same to reduce paper consumption; and
- d. Reuse file folders;

4. Reduce Plastic Waste

Plastic waste is one of the widely recognized problems. While it is known as one of the important materials for the economy, plastic can take thousands of years to decompose. It takes up valuable space in landfill sites and is polluting the natural environment. To contribute to the reduction of plastic waste, all employees are encouraged to:

- a. Use reusable bags when shopping;
- b. Use reusable bottles, cups, and other utensils;
- c. Avoid the use of plastic straws;
- d. Reduce or eliminate the use of paper plates and cups; and
- e. Use of brown paper envelope instead of single-use plastic as packaging of the Insurance Policies.

For your information, guidance, and compliance.

Sincerely,



FUMIHIKO HARADA
President and CEO