Good Environmental Practices 03/2021

COMMUNICATION OF ENVIRONMETAL REQUIREMENTS AT THE FACILITIES OF TIBA LOGISTICS SPAIN MADRID

The staff, supplier and/or subcontractor who carries out his activity in the facilities of Tiba Logistics Spain Madrid must comply with the indications that are gathered below:

Light consumption
• Avoid unnecessary and excessive use of lighting and make sure to turn off the lights when they are not being used, even for short periods. It is important to remember the cleaning services or the last members to leave the office not to forget to turn off the lights when leaving. • Try not to turn the lighting equipment on and off constantly (fluorescent tubes and gas incandescent lamps), since their life is shortened.
Acclimatization consumption
• Regularly regulate the temperature of the workplace to optimum levels, to maintain the comfort of employees and avoid unnecessary energy consumption. (23ºC in Summer and 22ºC in Winter) • Make sure that both the doors and the windows are closed while the air conditioning equipment works to prevent unnecessary energy losses. Similarly, do not forget to turn off the heating or air conditioning systems of unoccupied rooms, you just have to turn them on a few minutes before they are going to be used.
Equipment consumption
• Make sure that printers and photocopiers are turned off at the end of the day and during weekends. • Turn off all electronic equipment completely during the hours of inactivity. (Nights, weekends and holidays) • Place all the equipment that requires electric charge for its work (mobiles, electric forklifts, walkies, etc.) in charge at night.
Water consumption
• Close the taps when they are not in operation.
Paper and Toner consumption
• Print in draft quality, on both sides and/or with two pages per side the documents susceptible to this configuration. • Reduce paper consumption to a minimum. Reuse the paper. Try not to print documents, unless it is essential. Encourage the use of electronic mail and communication through electronic documents. • Avoid the use of unnecessary packaging and excessive packaging. • Squeeze the toner cartridge all the way.

- **Waste management:**

Both the own staff and the staff from outside who realizes his works in the facilities of Tiba Logistics Spain Madrid must realize a correct management of the residues generated in his activity. If you have a waste management plan in your company, you must withdraw them from our facilities and manage them according to that plan. If you do not have the aforementioned plan, you will be obliged to comply with the management of the waste generated in our facilities. In case of generating a waste not completed in this document, proceed to contact the manager ofthe center for the correct management of it.

Toner and Ink
• Use the recycling bin located in the center of the offices to deposit used cartridges and toners.
Paper and Carton
• Bring all generated paper and carton wastes to the nearest collection point. (See location map)
Plastic
• Bring all generated plastic waste to the nearest collection point. (See location map)
Organic
• Bring all generated organic waste to the nearest collection point. (See location map)
Wood and other non-hazardous
• Bring all generated wood and other non-hazardous wastes to the nearest collection point. (See location map)

In addition, we inform that there is environmental legislation that is mandatory in accordance with the activities carried out.
All the information sent is confidential, not allowing its copy and/or distribution to third parties, being only and exclusively for its application when work is done in our facilities.

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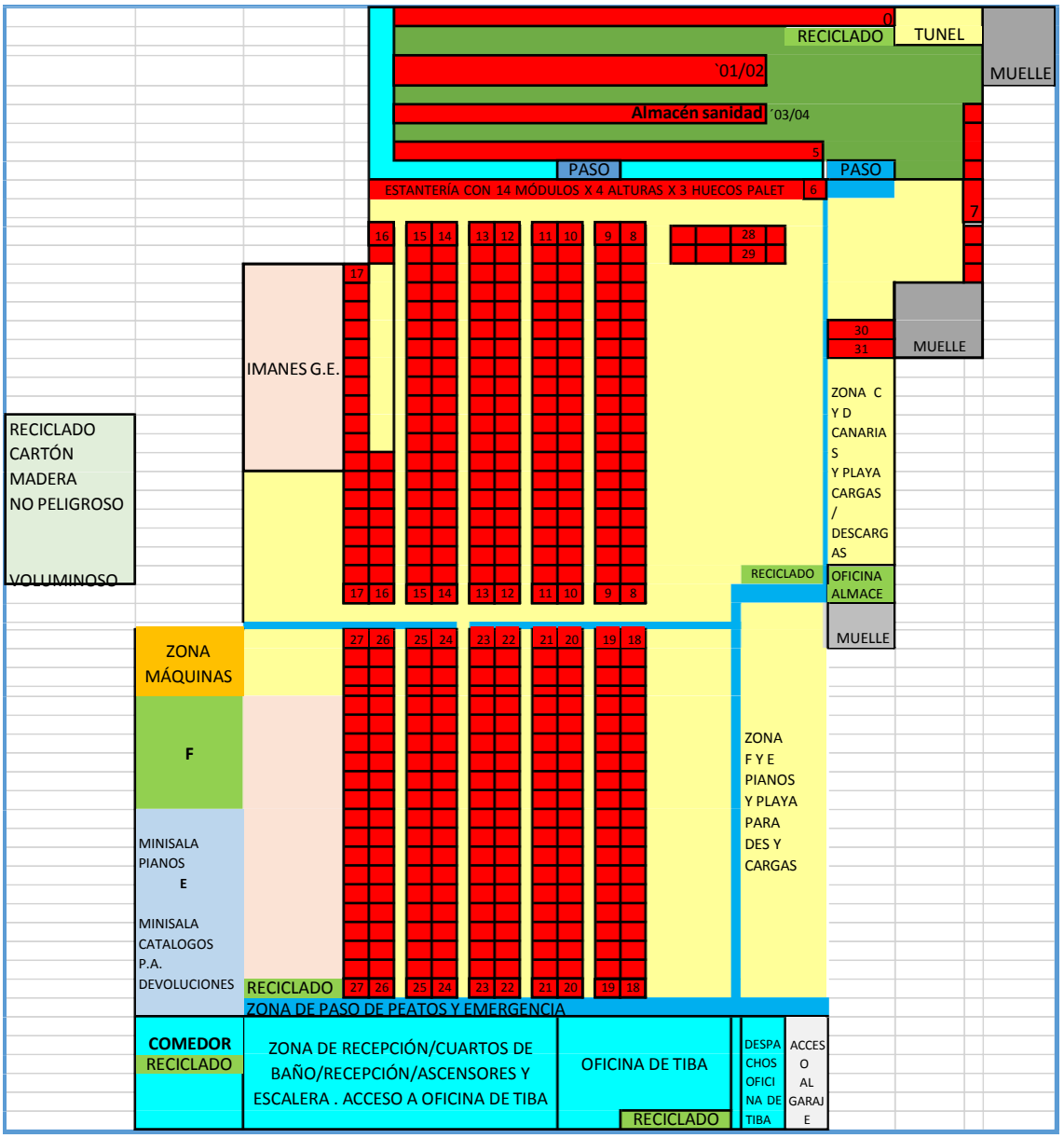
LOCATION MAP OF SELECTIVE WASTE CONTAINERS



WASTE MANAGEMENT:

- PAPER AND CARTON, PLASTIC AND ORGANIC: Use the points marked "RECICLADO" in green on the map to manage this waste. In case of bulky waste, use the "VOLUMINOSO" container located in the left area of the map. (Behind the entrance to the facilities)

- WOOD AND OTHER NON-HAZARDOUS WASTE: Use the "VOLUMINOSO" container located in the left are of the map. (Behind the entrance to the facilities)