

# Environmental Policy



In accordance with our Environmental Policy Statement, all employees are to read, understand, and follow the guidelines and procedures below.

This policy serves to set out guidelines for ensuring that as a company, we are continuously striving to ensure that our processes are sustainable with a minimal impact on the environment. Our Environmental Management System (EMS) aligns with ISO-14001 requirements to support continual improvement and compliance with environmental standards.

## **Waste Management:**

### Paper, Plastic, Pop Cans, and Cardboard Waste

To be disposed of in blue bins provided in all departments. Our janitorial staff will empty all blue bins and dispose of waste in accordance with municipal guidelines for recycling paper waste. Employees are encouraged to minimize paper use where possible and opt for digital solutions.

### Metal Waste

Employees working in areas that generate metal scrap are responsible for cleaning up scrap metal and sorting it into the appropriate metal recycling bin (aluminum or steel). Our janitorial staff is responsible for emptying the bins into our large exterior recycling containers. When the containers are full, an approved and qualified third-party environmental disposal contractor will be contacted by our Purchasing Department to dispose of and/or sell the metal. We will track and report metal waste disposal to ensure compliance with our waste reduction objectives.

### Lubricants and Cutting Oils

All used/excess lubricants and cutting oils are to be put into the appropriately labeled disposal drums located at the rear of the facility. When drums are full (please notify your supervisor), the Purchasing Department will contact our approved and qualified third-party waste removal contractor to come and dispose of it. A record of lubricant and cutting oil disposal will be maintained as part of our EMS documentation.

### Machine Coolants

All CNC machines have coolant tanks that recycle coolant. The coolant used by the CNC machines is biodegradable. It is the responsibility of the machine operator to monitor the level and life of the coolant and to dispose of it when necessary. This is done by draining the machine's coolant into a disposal drum and putting the drum in the appropriate area. When drums are full (please notify your supervisor), the Purchasing Department will contact our approved and qualified third-party waste removal contractor to come and dispose of it. We will document coolant disposal and monitor usage efficiency.

## Spills

In the event of a spill of any of the above-noted liquids, obtain some absorbing material (Solid Sorb) and soak up the material. Dispose of the soaked material in the appropriate manner. If a spill occurs near a drain, quickly block the drain cover to stop the liquid from entering our sewer system. Any major spills must be reported and documented, and corrective actions will be taken as necessary to prevent recurrence.

## General Garbage

We encourage all employees to monitor and control the amount of garbage they produce. Garbage from your lunch/snacks should be minimal and placed in the appropriate disposal containers. We will continue to assess waste reduction strategies to minimize general garbage production.

## **Sustainable Resources Management:**

### Air Pollution

Although currently there is no legal reporting requirement in our industry to track and report GHGs, our Health & Safety team continuously monitors the air quality at all our facilities, and our Maintenance department regularly services and cleans exhaust filters and dust-catching devices. In the event of a complaint, we will follow the standard procedures outlined in the corporate Air Contaminant Policy. Additionally, we will explore options for reducing emissions through improved operational efficiencies and alternative technologies.

### Water and Energy Consumption

Currently, there is no legal reporting requirement in our industry to track and report water or energy consumption. Nevertheless, the Company is in the process of actively switching to more energy-efficient LED lighting at all our facilities. We will also document energy and water usage and identify areas for improvement in resource efficiency.

### Energy Efficiency

We are always on the lookout for additional measures to minimize emissions and our overall carbon footprint, as well as to consider incorporating alternative sources of renewable energy, as they become technologically accessible and applicable to our industry. Periodic audits will be conducted to evaluate our progress in energy efficiency improvements.