

## Institute Environmental Policy

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## **1. PURPOSE**

This Policy sets out the Institute's approach to managing its Environmental Impact and its commitment to continually improving its Environmental Performance.

## **2. APPLICABILITY**

This Policy is applicable globally to all Institute operations and all Representatives of the Institute. It applies to any project where the Institute has responsibility for the functions of the Responsible Official. Any deviation from this Policy requires the approval of the Responsible Official.

## **3. DEFINITIONS**

“Business Process” means a sequence of linked tasks and related decisions that result in or contribute to the delivery of a product or service.

“Client” means any individual or entity who engages the Institute to provide goods or services.

“Employee” means any person who has a part-time, full-time, intermittent, continuous, or fixed-term employment relationship with the Institute.

“Environmental Impact” means any change to the environment, whether adverse or beneficial, which wholly or partly result from the Institute's activities.

“Environmental Performance” means the measurable results of the Institute's Environmental Impact.

“Guidelines” means the written elaborations on Institute policy that provide further information and interpretation for the implementation of policy.

“Institute” refers to INSTITUTO DE TECNOLOGIA DE SOFTWARE E SERVIÇOS ITS and all of its subsidiaries.

“Representative” means an Employee or any person who has an independent individual contractual relationship with the Institute, whether as a contractor, consultant or agent of the Institute. This also includes non-executive directors of the board.

“Standard Operating Procedures” or “SOPs” are the detailed written descriptions of Business Processes that aim to ensure consistency and quality in process execution.

“Tool” means templates, forms, charts, informational and any other material prescribed for use in conjunction with an element of a Policy, Guidelines, SOPs and Business Process.

## **4. POLICY**

The Institute is committed to:

- Being compliant with environmental legislation;
- Aspiring to embed the mitigation of adverse Environmental Impact across the Institute’s Business;
- Leveraging the Institute’s diverse opportunities to generate positive Environmental Impact;
- Engaging Representatives in a culture of environmental awareness and responsibility; and
- Monitoring the Institute’s Environmental Impact.

### **4.1. Environmental Legislation**

The Institute ensures its compliance with environmental legislation in the countries where it is registered and the countries where it works.

### **4.2. Environmental Commitments and Standards**

The Institute proactively seeks to adhere to internationally-recognised environmental standards and best practices in conducting business.



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The Institute also seeks to endorse and subscribe to established environmental commitments, pledges and agreements.

### **4.3. Institute Environmental Standards**

The Institute sets its own environmental standards which reduce, mitigate and compensate for its Environmental Impact.

#### **4.3.1. Reducing our Environmental Impact**

The Institute commits to minimizing the adverse Environmental Impact of its operations and the delivery of its services. It proactively identifies and implements opportunities to improve resource efficiency and reduce environmentally-damaging practices.

#### **4.3.2. Offsetting of Environmental Impact**

The Institute recognizes that its operations might have an inevitable adverse Environmental Impact and can counteracts this by engaging in offsetting schemes and initiatives, wherever this is feasible.

#### **4.3.3. Working with partners**

The Institute commits to prioritizing partnerships with environmentally-conscious suppliers and contractors. The Institute also promotes its approach to improved Environmental Performance to Clients and partners.

#### **4.3.4. Generating positive Environmental Impact**

The Institute seeks to capitalize on the diversity of its services and capacities to generate and leverage positive Environmental Impact.

#### **4.3.5. Improving Environmental Engagement**



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The Institute commits to improving environmental engagement of its Representatives through training and incentive schemes.

#### **4.3.6. Monitoring Environmental Performance**

The Institute commits to monitoring and verification of its Environmental Performance, and to publishing transparent progress reports.

### **5. DUTY TO COMPLY**

It is the responsibility of each Representative of the Institute to fully comply with this Policy. Failure to comply may be subject to disciplinary action including contract termination, contract non-renewal or other appropriate action.

### **6. REPORTING**

Representatives are required to report violations of this Policy to their manager or through the Institute's Whistle-blower mechanism.