



Environmental Policy

1. PURPOSE:

The purpose of this policy is to ensure that our operations are conducted with the least harmful effect on the environment and to constantly strive for the least environmental impact possible.

2. POLICY:

As a small business, our direct impact on the environment is low. Our offices are located in managed offices that are maintained through a Buildings Management function supporting all shared spaces including lobbies, elevators, bathrooms and external areas. The Buildings Management function oversees overall resource consumption and monitors resource usage. We are not able to influence the impacts relating to the buildings in general.

Our direct impact is mainly consumption of small amounts of electricity and water in our own offices and low levels of fuel consumption for travel and product shipments. Nonetheless, we respect global efforts to mitigate climate change and protect the planet, and we therefore strive to minimize our impact on the environment wherever possible. Measures we encourage in our offices include:

- Switching off lights, air-conditioning and all electronic appliances when not in use
- Removing electronic charges from electricity sockets when appliances are fully charged
- Use of air conditioning with closed windows and setting optimal temperatures for minimum use of energy
- Use of low-flow water fittings in the kitchen area
- Recycling of all paper and electronic waste
- Use of low-emissions fuel-efficient vehicles for company business where relevant
- Use of virtual working options to avoid travel where possible
- Prohibition of bringing disposable utensils into the office

3. SYSTEMS & PROCEDURES:

The Director performs an annual environmental review. The review checks that the above practices are maintained by observing employees at work, checking specific fitments in the office, ensuring waste and recycling processes are effective and reviewing fuel and travel expenses.



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Following the review, the Director informs all office staff of the results and seeks input for ways to improve environmental performance. This process serves to remind employees of their environmental responsibilities and discuss opportunities to improve. Where relevant, agreed actions for improvement actions are noted and implemented.

4. RESPONSIBILITY FOR THE POLICY:

The Director. Appropriate training will be foreseen for each member of staff, either at induction or at regular intervals. Employees are encouraged to support the company's environmental goals and to submit suggestions for their own area of work.

5. REPORTING REQUIREMENTS:

Yearly reporting to keep track of carbon footprint goals and achievements.

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Shailesh D. Shah, Managing Director
PUSHPAM BV

PUSHPAM BV
Hoveniersstraat 53
Suite 907-909
2018 Antwerp, Belgium
BTW 0542 592 561