

Smart Associates (Aotearoa) Ltd Internal Environmental Management System

Prepared for:



Introduction

Smart Associates (Aotearoa) Ltd (SMART ASSOCIATES) is a boutique provider of systems integration, training, and managed services with only 2 employees at present. SMART ASSOCIATES solely provides services and is not a manufacturer, fabricator or hardware integrator. The vast majority of SMART ASSOCIATES' work is performed either at Client sites or remotely (including, on occasion, IBM's own premises). SMART ASSOCIATES therefore has a limited opportunity to find energy savings and ways to reduce its carbon footprint when working in other customer's and partners facilities Also, SMART ASSOCIATES does not have a fleet of vehicles.

SMART ASSOCIATES fully complies with social responsibility policies, such as nondiscrimination, child labour and minimum wage requirements. SMART ASSOCIATES ensures workers are treated with respect and dignity in a safe and healthy workplace.

With this context, SMART ASSOCIATES has developed an Environmental Management System (EMS) that mirrors the principles of the *IBM's Supplier Code of Conduct Principles* and seeks opportunities to conserve natural resources.

Compliance Plan

IBM Requirement #1: Define, deploy, and sustain a corporate responsibility and environmental management system that identifies significant aspects of the supplier's intersections with these matters, including those articulated in the Electronic Industry Citizenship Coalition Code of Conduct (EICC) and/or IBM's Supplier Code of Conduct Principles.

SMART ASSOCIATES Compliance: Our S&EMS System covers IBM requirements for an environmental management system within the constraints of our operating model as outlined above.

We use IBM's Supplier Code of Conduct Principles as a guideline: [http://www-03.ibm.com/procurement/proweb.nsf/objectdocswebview/fileibm+supplier+conduct+principles/\\$file/scp-v2.0.pdf](http://www-03.ibm.com/procurement/proweb.nsf/objectdocswebview/fileibm+supplier+conduct+principles/$file/scp-v2.0.pdf)

IBM Requirement #2: Establish programs (within the management system) to control operations that intersect with these matters and confirm compliance with applicable law, regulation and any particular contractual requirements.

SMART ASSOCIATES Compliance: SMART ASSOCIATES is in compliance with laws, regulations and contractual requirements, and oversight is audited by an external HR consultant. We have written procedures to ensure social and environmental compliance with all laws.

IBM Requirement #3: Measure performance associated with supplier's significant environmental aspects where applicable and include at a minimum each of the following aspects common to virtually all businesses:

- *Energy Conservation*
- *Scope 1 and scope 2 greenhouse gas emissions*
- *Waste Management*

SMART ASSOCIATES Compliance: SMART ASSOCIATES has a policy of *only* purchasing computer equipment that is both energy efficient and fully recyclable.

Energy Saving Practices

- SMART ASSOCIATES ensures that all new IT procurements are Energy Star compliant, as per the procurement policy outlined above.
- Currently, SMART ASSOCIATES has in use 1 desktop computer, and 1 laptop, both of which have been procured in the past 3 years and are Energy Star compliant.
- SMART ASSOCIATES employs 2 servers, both of which are also Energy Star compliant. In future, use of virtualization and cloud computing techniques will further reduce our energy footprint.
- Wherever possible work is performed remotely rather than physically travelling to customer locations, similarly video conferencing is preferred over physical meetings whenever practical.

Waste Management & Recycling Practices

- SMART ASSOCIATES has an active recycling program that recycles paper, plastic, glass, aluminium and ink cartridges.
- In addition, rainwater is routinely captured, filtered, and used to meet 90-100% of our head office water needs. Brown water is also recycled on-site.
- SMART ASSOCIATES purchases paper with recycled content.
- It is company policy that carbon offset practices are used to achieve zero net emissions when travelling internationally and when using taxis, wherever possible/practical.
- All computer hardware that is disposed of is recycled through a program that guarantees zero landfill and zero export disposals.
- In addition, in the country where we are based (New Zealand), over 90% of the entire public electricity supply is renewable (hydro, thermal, wind, solar).

IBM Requirement #4: Set voluntary environmental goals to achieve positive results associated with significant aspects where applicable and include at a minimum one in each of the three aspects:

- *Energy Conservation*
- *Scope 1 and scope 2 greenhouse gas emissions*
- *Waste Management*

SMART ASSOCIATES Compliance: As stated above, we are already doing everything we can as an organization to reduce our carbon footprint, recycle waste, and reduce energy consumption.

IBM Requirement #5: Publicly disclose results associated with these voluntary environmental goals and other environmental aspects from the management system, including any regulatory fines or penalties that may have occurred.

SMART ASSOCIATES Compliance: Our company website is in the process of



being rebuilt. The new site (scheduled for completion mid 2013) will have a dedicated 'Corporate Responsibility' section, which will highlight our equal opportunity employment policies and environmental goals. We have not received any regulatory fines or penalties (nor are likely to do so) but in the event that we do actually incur any, they will be publicly disclosed on our website.

IBM Requirement #6: Train employees who are responsible for performing this work.

SMART ASSOCIATES Compliance: Although we only have 2 employees at present it is our intention to grow the organization and so we already have numerous employee handbook policy documents and PowerPoint presentations available on our intranet Wiki site that will all be used to raise employee awareness of our program and goals, while encouraging employees to become involved and offer their input on ways we can improve our EMS plan.

IBM Requirement #7: Conduct self-assessments and audits as well as management reviews.

SMART ASSOCIATES Compliance: It is company policy to consistently monitor and measure progress against targets, and we don't see our EMS responsibilities as any different from other fiscal or customer satisfaction related metrics we already routinely audit at quarterly board meetings.

IBM Requirement #8: Cascade this set of requirements to the supplier's suppliers who perform work that is material to the products, parts and/or services being supplied to IBM.

SMART ASSOCIATES Compliance: SMART ASSOCIATES will send all subcontractors a notice of our participation in IBM's EMS initiative and forward them copies of IBM's EMS material. We will also encourage our subcontractors to replicate these policies within their own respective organizations.