

# 30/06/2014 Hong Kong Non-Woven Green House Gas (GHG) Policy

In an effort to oblige to our company's commitment to triple bottom-line excellence, the following Green House Gas (GHG) Policy is to be implemented effective immediately.

Green House Gas (GHG) is gases in the Earth's atmosphere that absorb/trap some of the Earth's outgoing radiation, causing the atmosphere to warm up, resulting in Greenhouse Effect. This process is the main cause of the change in the earth's weather, called climate change.

The Green House Gas (GHG) Protocol defines direct and indirect emissions:

## Scope 1: Direct GHG emissions.

#### 1. Burning of fossil fuels

Green House Gas is generated from the burning of fossil fuels such as Gasoline and Diesel.

Cause: Power generation, boiler operation, automotive transportation

Action: Avoid overtime production, switch off boiler when target temperature is reached, minimize production idle time, switch off idling vehicle, organize bulk delivery

## 2. Septic Tank

Methane, Carbon Dioxide, and Nitrous Oxide accumulates in Septic Tank

Cause: Natural byproduct of the anaerobic decomposition process.

Action: Constant maintenance, categorized waste disposal

## Scope 2: Indirect GHG emissions

#### 1. Electricity generation

The process of electricity generation in China is dominated by coal burning, which emits large amount of GHG to the atmosphere.

Cause: Unnecessary use of electricity

Action: Switch off lights when not use, open the window instead of using air conditioning

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## Scope 3: Other indirect GHG emissions

This covers all indirect emissions due to the activities of an organization. Green House Gas is generated from the burning of fossil fuels such as Gasoline and Diesel.

Cause: Purchased goods and services, business travel, transportation and distribution (up- and downstream), employee commuting waste disposal, use of sold products etc.

Action: Avoid purchasing overstock, to hold virtual meetings and training sessions instead of business travel, use of public transportation and rail travel instead of using car and air, recycle solid waste, purchase of recycled and recyclable goods.

All staff should contribute in minimizing GHG emission.

Corporate Social Responsibility Department

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