ZYETA INTERIORS PVT. LTD.

201, #2/3, Alfred St, Richmond Town, Bengaluru,
Karnataka-560025, India.

ESG- Policy Manual - Environment

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ZYETA INTERIORS PVT. LTD.

ESG- POLICY MANUAL - ENVIRONMENT

ZYETA

AMENDMENT SHEET

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ESG- POLICY MANUAL - ENVIRONMENT

ZYETA

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ENERGY CONSUMPTION
ZYETA/ESG/P-1

1. Introduction

As a leading company in providing Design Consultation & Project Management Services through Building Information Modeling (BIM) in India, Zyeta recognizes its responsibility towards sustainable operations and resource efficiency. Energy consumption is a key component of our operations, and we are committed to reducing our environmental impact by managing and optimizing energy use across all levels of the organization.

This Energy Consumption Policy aims to establish a structured framework for reducing energy consumption and enhancing energy efficiency, in alignment with our overarching goals of sustainability and corporate social responsibility. As we continue to provide high-quality services, we will also integrate best practices to minimize energy usage, reduce costs, and contribute positively to environmental protection.

2. Scope of Application

2.1 Who: This policy applies to all employees, contractors, consultants, and stakeholders engaged in Zyeta's operations.

2.2 Business Area or Operation Covered: All design consultation and project management services incorporating Building Information Modeling (BIM).

2.3 Geographical Area Covered: It covers all the branches.

3. Roles and Responsibilities

3.1 Senior Management:

Senior management at Zyeta is responsible for providing leadership and strategic direction regarding energy consumption. They are tasked with ensuring that the energy consumption goals outlined in this policy are aligned with the company's broader sustainability strategy and that adequate resources are allocated for implementation. Senior management will also oversee the regular review and assessment of the policy to ensure its effectiveness.

3.2 Energy Management Team:

Zyeta has established an Energy Management Team (EMT) responsible for overseeing the implementation of energy-saving initiatives. The team will:

- Develop energy consumption targets and strategies.
- Track and report energy usage across the organization.
- Identify and promote energy-efficient technologies.
- Ensure compliance with energy regulations.
- Conduct energy audits and assessments.

3.3 Employees:

All employees of Zyeta are responsible for following the energy-saving practices outlined in this policy. Employees must actively participate in energy conservation efforts, including but not limited to:

- Using energy-efficient equipment.
- Turning off lights and appliances when not in use.
- Reporting any energy wastage or inefficiency.
- Promoting energy-saving practices within their respective teams and departments.

3.4 Contractors and External Partners:

Contractors and external partners are expected to adhere to Zyeta's energy-saving policies when working on company projects or in company-owned spaces. They should ensure compliance with all energy management practices that align with Zyeta's energy efficiency objectives.

4. Application of the Policy

Energy-efficient designs will be prioritized in all BIM-based project consultations, while renewable energy sources and energy-efficient technologies will be promoted across operations. Smart monitoring systems will be implemented to track energy usage and identify inefficiencies, and employees will be trained on energy conservation techniques and sustainability best practices.

5. Governances of this Policy

The governance of Zyeta's Energy Consumption Policy is overseen by senior management, with strategic direction provided by the Chief Sustainability Officer. The Energy Management Team (EMT) is responsible for policy implementation, monitoring, and continuous improvement, including conducting energy audits and tracking progress towards objectives. Regular reporting and performance reviews are conducted to ensure alignment with sustainability goals. All employees, contractors, and external partners are expected to comply with the policy, with non-compliance leading to corrective actions. The policy is reviewed annually, ensuring its relevance and effectiveness in reducing energy consumption and promoting sustainable practices across operations.

6. Energy Consumption policy

6.1 Verified Carbon Credits

Zyeta purchases verified carbon offset credits to compensate for its GHG emissions. These credits support projects such as afforestation and renewable energy generation, ensuring that Zyeta offsets its emissions in a credible and verifiable manner. This initiative aligns with India's Carbon Credit Trading System and global best practices for reducing net emissions.

6.2 Energy Consumption Reduction

Zyeta is dedicated to reducing overall energy consumption by adopting energy-efficient technologies, sustainable building practices, and renewable energy sources. The company will prioritize the implementation of energy-efficient equipment and machinery across all facilities, ensuring that operations run at optimal efficiency. Zyeta will transition to energy-saving technologies, such as LED lighting and high-efficiency HVAC systems, to minimize energy waste. Additionally, the company will leverage Building Information Modeling (BIM) to enhance energy-efficient design and building operations, allowing for smarter, more sustainable decisions in the planning, construction, and management of buildings, ultimately reducing the company’s environmental footprint.

6.3 IT Energy Optimization

Zyeta will adopt energy-efficient technologies to reduce energy consumption within its IT infrastructure, particularly in data centers and server rooms. By implementing energy-efficient servers, advanced cooling systems, and virtualization technologies, Zyeta aims to optimize resource usage and reduce operational costs.

These measures will not only improve energy efficiency but also minimize the environmental impact of IT operations. Through these initiatives, Zyeta is committed to contributing to its sustainability goals by significantly reducing energy consumption and greenhouse gas emissions, aligning with global environmental standards and furthering its commitment to responsible business practices.

6.4 Energy Use Monitoring and Reporting

Zyeta will implement an energy monitoring system to track energy consumption across all its operations. This system will provide real-time data, enabling the company to identify areas for improvement, measure energy-saving performance, and ensure energy use aligns with sustainability targets. The Energy Management Team will regularly review detailed reports to assess progress, make necessary adjustments, and ensure that Zyeta's energy efficiency goals are being met. By continuously monitoring energy use, Zyeta aims to optimize operations, reduce waste, and drive improvements in overall energy management.

6.5 Sustainable Design and Project Management

As part of its design consultation and project management services, Zyeta will integrate sustainable energy practices into every project. This includes the use of renewable energy sources in building designs, ensuring that projects harness clean, sustainable power. Zyeta will implement energy-efficient building materials and techniques to optimize energy use and reduce waste. The company will also incorporate advanced energy-efficient technologies, such as solar panels and wind energy systems, to further reduce the environmental impact. Additionally, energy audits will be conducted throughout the project lifecycle to identify opportunities for enhancing energy efficiency, ensuring continuous improvement and sustainability.

6.6 Energy or Carbon Audit

Zyeta regularly conducts energy and carbon audits to assess our facilities' energy consumption and GHG emissions. These audits help identify inefficiencies and guide our strategies for reducing energy use and emissions in compliance with Indian energy efficiency regulations. The results of these audits are used to create action plans for continuous improvement in energy management and GHG reduction.

6.7 Employee Awareness and Engagement

Zyeta believes that reducing energy consumption starts with raising awareness among its employees. The company is committed to providing comprehensive training and resources on energy conservation best practices, ensuring that all employees are equipped with the knowledge to actively contribute to energy-saving efforts. By fostering a culture of energy awareness, Zyeta aims to engage employees in making conscious decisions that reduce energy use both in the workplace and at project sites. This proactive approach will help integrate energy-efficient practices into daily operations, ultimately supporting the company's broader sustainability goals and enhancing its overall energy management strategy. Employee awareness and engagement are vital to the success of sustainability initiatives. Without active participation from employees, it becomes difficult to achieve energy reduction goals or foster a culture of sustainability within the organization. Providing ongoing education about the importance of sustainability, along with offering incentives for environmentally friendly practices such as carpooling, using public transport, or working remotely, encourages employees to adopt greener habits. Creating a company-wide commitment to sustainability helps align individual actions with organizational goals, making sustainability a shared responsibility that drives impactful results across the business.

6.8 Business Travel and Emissions

Frequent business travel contributes significantly to a company's carbon footprint and can undermine sustainability efforts. It is essential to evaluate travel habits and find ways to reduce the environmental impact of business trips. The promotion of virtual meetings and the use of digital tools for communication can help minimize the need for physical travel, cutting down on emissions. Additionally, adopting practices such as choosing more sustainable transportation options or offsetting emissions through environmental programs can further contribute to reducing the negative environmental impact of necessary travel.

6.9 Energy Consumption and Office Operations

The energy consumed by office operations, including lighting, heating, and the use of electronic devices, can be a major contributor to operational costs and environmental impact. Energy-efficient practices such as utilizing LED lighting, reducing equipment usage, and optimizing heating systems can significantly reduce a company's energy footprint. By regularly monitoring energy usage and seeking opportunities for improvement, businesses can lower their energy consumption. Maximizing the use of natural daylight also helps minimize reliance on artificial lighting, contributing to energy savings and better environmental performance.

6.10 Space Heating and Energy Use

Space heating is often one of the largest contributors to energy use in commercial buildings. It typically accounts for a significant portion of the total energy consumed, which affects both sustainability and operating costs. To address this, businesses can invest in energy-efficient heating systems, which can help reduce energy consumption while maintaining comfortable working conditions. Monitoring and optimizing heating usage is critical to ensure the system operates efficiently. Additionally, sourcing energy from renewable sources and implementing sustainable building certifications like LEED can enhance energy efficiency and minimize the environmental impact of heating.

6.11 Carbon Footprint Transparency

Transparency in carbon emissions and energy consumption is essential for building trust with stakeholders and demonstrating a commitment to sustainability. Companies that openly report on their environmental impact are better positioned to identify areas for improvement and engage in initiatives that reduce their carbon footprint. By disclosing data through platforms such as the Carbon Disclosure Project (CDP), businesses can not only increase accountability but also foster an environment of responsibility and proactive engagement. This transparency serves as a foundation for developing strategies that align with global sustainability goals and stakeholder expectations.

6.12 Lighting Consumption Reduction

Zyeta has implemented energy-efficient lighting systems, including LED fixtures, motion sensors, and daylight capture technologies, to reduce electricity consumption. These measures comply with Indian energy efficiency standards and help decrease the environmental impact of our operations. We are committed to continually upgrading our lighting systems to ensure optimal energy performance.

6.13 Sustainability Management System

A Sustainability Management System (SMS) plays a crucial role in guiding a company's environmental practices and ensuring that sustainability objectives are met. By establishing a comprehensive SMS, organizations can assess, monitor, and improve their environmental performance in a structured manner. This system allows businesses to track energy consumption, carbon emissions, waste management, and other key metrics related to sustainability. Regular assessments within the SMS framework provide valuable insights that inform decision-making and ensure that the company remains aligned with international sustainability standards, such as LEED certification and other environmental frameworks.

6.14 HVAC Energy Reduction

Zyeta has invested in energy-efficient HVAC systems, including thermal energy storage, variable-speed drives, and occupancy sensors, to reduce energy consumption. These systems comply with Indian HVAC energy efficiency standards and are aimed at enhancing our energy performance while ensuring comfort in our offices and facilities.

6.15 Cost Implications of Sustainability Initiatives

Implementing sustainability measures, such as energy-efficient systems or waste reduction strategies, can often involve significant upfront costs. However, the long-term financial benefits, including lower operational costs, energy savings, and improved brand reputation, can outweigh these initial investments. Conducting a thorough cost-benefit analysis helps ensure that sustainability initiatives are economically viable. Businesses can also explore available incentives, subsidies, and grants to offset the financial burden of implementing sustainable practices. By strategically managing costs and focusing on initiatives with high returns on investment, companies can make sustainability a financially sustainable endeavour.

6.16 Renewable Energy Reliance

Reliance on external providers for renewable energy can pose challenges related to cost, availability, and consistency. While renewable energy sources such as wind or solar power are essential for reducing a company's carbon footprint, dependence on third-party providers may introduce risks, such as fluctuating prices or supply instability. To mitigate these risks, companies can secure long-term contracts with reputable renewable energy suppliers, ensuring a steady supply of green energy.

In addition, exploring alternative energy options, such as on-site solar power installations or other self-sustaining solutions, can reduce reliance on external providers and enhance energy security.

6.17 Energy Conservation Training

Zyeta will implement employee awareness and training programs to educate staff on energy conservation practices and their roles in reducing greenhouse gas emissions. Training will include new energy-saving guidelines, best practices for sustainable operations, and the importance of carbon footprint reduction. The company will monitor progress through regular training sessions, employee engagement programs, and post-training assessments.

6.18 Renewable Energy Sourcing

Zyeta commits to purchasing energy from renewable sources, such as solar, wind, or hydropower, to power our operations. Where possible, the company will also explore opportunities to generate renewable energy on-site, reducing reliance on conventional energy. This will contribute to a sustainable energy supply and reduce Zyeta's carbon footprint. Zyeta will purchase verified carbon offset credits from accredited carbon offset programs to compensate for any unavoidable greenhouse gas emissions. These offsets will support projects such as afforestation, renewable energy generation, or methane capture, helping the company achieve carbon neutrality.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Verified Carbon Credits	Offset GHG emissions through verified carbon credits	Number of carbon credits purchased (Count)	1,500(↑)
2	Energy Consumption Reduction	Reduce overall energy consumption in operations	Total energy consumption (kWh)	5%(↓)
3	IT Energy Optimization	Optimize energy usage in IT infrastructure	Energy usage in IT (kWh)	10(↓)
4	Energy Use Monitoring and Reporting	Monitor and report energy consumption and savings	Monthly energy reports generated (Count)	20(↑)
5	Sustainable Design and Project Management	Implement energy-efficient designs in projects	Percentage of projects with energy-efficient designs (Percentage)	50%(↑)
6	Energy or Carbon Audit	Conduct energy and carbon audits regularly	Number of energy/carbon audits conducted (Count)	1/year(↑)
7	Employee Awareness and Engagement	Raise awareness on energy conservation and sustainability	Number of employees trained (Count)	100%(↑)
8	Business Travel and Emissions	Reduce emissions from business travel	Number of business trips (Count)	5%(↓)

9	Energy Consumption and Office Operations	Reduce energy use in office operations	Energy consumption for office operations (kWh)	15%(↓)
10	Space Heating and Energy Use	Optimize energy consumption in space heating	Energy consumption for heating (kWh)	5%(↓)
11	Carbon Footprint Transparency	Increase transparency in carbon emissions reporting	Number of carbon footprint reports published (Count)	2(↑)
12	Lighting Consumption Reduction	Reduce energy consumption for lighting systems	Energy consumed by lighting (kWh)	5%(↓)
13	Sustainability Management System	Integrate and improve sustainability practices across the company	Number of sustainability systems implemented (Count)	6(↑)
14	HVAC Energy Reduction	Reduce energy use in HVAC systems	Energy consumed by HVAC systems (kWh)	5%(↓)
15	Cost Implications of Sustainability Initiatives	Measure the cost-effectiveness of sustainability initiatives	Cost savings from sustainability initiatives (INR)	₹1,00,000(↓)
16	Renewable Energy Reliance	Reduce dependency on external renewable energy providers	Percentage of energy sourced from renewable sources (Percentage)	60%(↑)
17	Energy Conservation Training	Implement energy conservation training programs for employees	Percentage of training sessions conducted (Count)	100%(↑)
18	Renewable Energy Sourcing	Increase sourcing of renewable energy	Percentage of renewable energy purchased (Percentage)	60%(↑)

8. Disciplinary Action for Policy Violations

Failure to comply with the Energy Consumption Policy may lead to disciplinary action, based on the severity of the violation. Actions may include verbal or written warnings, retraining, or, in extreme cases, termination of employment or contract. For contractors found in violation, penalties may include fines or the termination of their contracts.

Zyeta is committed to ensuring that all employees, contractors, and stakeholders adhere to the Energy Consumption Policy to foster a culture of sustainability and responsibility. The company will take appropriate measures to enforce compliance and maintain accountability for energy conservation practices across all operations.

9. Distribution

The Energy Consumption Policy will be distributed to all employees, contractors, and stakeholders involved in Zyeta's operations to ensure awareness and adherence. It will be made accessible through the company intranet, included in onboarding materials for new hires, and posted on internal communication platforms to ensure that all relevant parties are informed. Additionally, contractors and external partners will be provided with a copy of the policy during their engagement with the company. This broad distribution strategy ensures that everyone connected with Zyeta is aligned with our commitment to energy conservation and sustainability.

10. Annual Review

The Energy Consumption Policy will undergo an annual review by Zyeta's Energy Management Team to assess its effectiveness and ensure it remains aligned with evolving national regulations, technological advancements, and company operations. This process allows for necessary adjustments to be made to keep the policy relevant and effective. The results of the review will be shared with all employees and stakeholders to maintain transparency. Adjustments to targets, practices, or processes will be implemented as needed to continuously improve energy management and achieve our sustainability goals.

11. Conclusion

Zyeta's Energy Consumption Policy is a fundamental component of our sustainability strategy. Through the implementation of this policy, we are dedicated to reducing energy consumption, minimizing our environmental footprint, and improving energy efficiency across all aspects of our operations. We are committed to meeting our energy goals, ensuring that sustainability remains a core value within our organization. By fostering a culture of responsibility and environmental stewardship, we aim to contribute positively to the environment while driving operational excellence and long-term success in our energy management practices.

GREEN HOUSE GASES EMISSION
ZYETA/ESG/P2

1. Introduction

At Zyeta, we recognize the critical role that businesses play in mitigating the impacts of climate change. As a company that provides Design Consultation and Project Management services through Building Information Modeling (BIM), we are committed to integrating sustainable practices in all aspects of our operations. We aim to reduce our environmental footprint, with a specific focus on the reduction of Greenhouse Gas (GHG) emissions. This Greenhouse Gas Policy has been formulated to ensure our contribution to addressing the global challenges of climate change.

As an organization, Zyeta is committed to leading by example, driving positive change through sustainable building practices, and reducing our GHG emissions. We understand that by adopting robust environmental management systems, we can not only contribute to sustainability but also enhance our reputation as an eco-conscious, responsible corporate entity. This policy outlines Zyeta's approach to reducing GHG emissions, the responsibilities of employees and stakeholders, and the specific quantitative and qualitative targets we aim to achieve. It also emphasizes our commitment to reviewing and improving our GHG management practices to meet our sustainability goals.

2. Scope of Application

2.1 Who: This policy applies to all Zyeta employees, contractors, and stakeholders involved in project planning, design consultation, and project execution.

2.2 Business Area/Operations Covered: This policy applies to all operations utilizing Building Information Modeling (BIM), including energy modeling, material selection, and project execution.

2.3 Geographical Area Covered: It covers all the branches.

3. Roles and Responsibilities

To ensure the effective implementation of this GHG policy, the following roles and responsibilities are assigned:

3.1 Board of Directors:

- Provide strategic leadership for GHG reduction initiatives.

- Approve the GHG reduction goals and ensure adequate resources are allocated to achieve these goals.

- Oversee the monitoring and reporting of GHG emissions performance.

3.2 Sustainability Manager/Environmental Officer:

- Lead the implementation of the GHG policy across the organization.

- Conduct regular assessments of GHG emissions from operations and ensure proper tracking mechanisms are in place.

- Report GHG emissions data to the Board of Directors and stakeholders.

- Organize training sessions to raise awareness and encourage best practices across all departments.

3.3 Project Managers and Team Leaders:

- Integrate GHG reduction practices into the daily operations of their respective teams and projects.

- Ensure adherence to the GHG policy by staff and subcontractors working on specific projects.

- Collaborate with other departments to ensure GHG mitigation efforts are incorporated into project designs, plans, and execution.

3.4 Employees:

- Adhere to the practices set out in this policy and contribute to the identification of ways to reduce emissions within their work areas.

- Participate in training sessions and awareness programs related to sustainability and GHG emissions reduction.

- Report any instances of policy violations or inefficiencies in the GHG reduction efforts.

3.5 Contractors and Third-party Partners:

- Align with Zyeta's GHG management practices and ensure they contribute to reducing the emissions associated with their activities.

- Report relevant GHG emissions data related to projects involving Zyeta's services.

4. Application of the Policy

This policy is embedded in all design consultation and project management activities through sustainable building design using BIM for optimized energy performance, selection of low-carbon materials and technologies, and implementation of energy-efficient practices in project execution.

5. Governance of this policy

The governance of this Greenhouse Gas (GHG) Policy is overseen by Zyeta's Board of Directors, who are responsible for setting strategic goals and ensuring the allocation of necessary resources. The Sustainability Manager leads the implementation and monitoring of the policy across all operations, while department heads and project managers integrate GHG reduction practices into their specific areas. Regular reviews and updates of the policy will be conducted annually to ensure alignment with evolving environmental standards. Compliance is ensured through ongoing training, performance monitoring, and adherence to the policy, with disciplinary actions for violations.

6. Green House Gases Emission policy

6.1 Travel and Transport

To reduce our carbon emissions, Zyeta encourages employees to minimize business-related travel whenever possible. We promote virtual meetings and digital collaboration tools as alternatives to in-person travel, significantly reducing the environmental footprint associated with commuting. For necessary travel, we will prioritize greener alternatives, such as electric vehicles, public transportation, or carpooling, to minimize the carbon impact. We will also work with our clients and partners to promote sustainable travel practices in all our projects. By reducing travel and adopting eco-friendly transportation options, we contribute to lowering our overall carbon emissions while promoting a sustainable workplace culture.

6.2 GHG Reduction Training

Zyeta is dedicated to fostering a culture of environmental responsibility through comprehensive employee training on GHG emissions reduction. Employees will be educated on the importance of energy conservation, reducing emissions, and adopting sustainable practices. The training will include new processes, best practices, and guidelines aimed at minimizing the company’s carbon footprint and contributing to climate action.

6.3 Building Design and Construction Practices

Zyeta integrates Building Information Modeling (BIM) to promote sustainable design practices in every project. BIM enables us to optimize energy use, material efficiency, and resource management throughout the lifecycle of a building or infrastructure project. By using BIM, we can simulate energy performance, identify waste, and implement more energy-efficient solutions before construction begins. Every project we manage is designed with sustainability in mind, incorporating passive design strategies, renewable energy systems, and low-carbon materials. This holistic approach reduces the environmental impact of our projects and contributes to long-term operational efficiency, ensuring that the buildings we design are both functional and sustainable.

6.4 Sustainable Procurement Practices

Zyeta is committed to making environmentally responsible procurement decisions by prioritizing the purchase of materials, equipment, and services from suppliers who demonstrate proven sustainability practices. Our procurement strategy focuses on reducing the carbon footprint of our supply chain, ensuring that the products and services we purchase align with our sustainability goals. We will assess suppliers based on their environmental impact, emphasizing energy-efficient products, renewable resources, and sustainable manufacturing processes. In our procurement decisions, we will also prioritize items with certifications like Energy Star or LEED, ensuring the products contribute to a reduced environmental impact over their lifecycle.

6.5 Carbon Audit

Zyeta will conduct regular carbon audits to assess GHG emissions from its operations, including office buildings, transportation, and other business activities. The audits will identify opportunities for emissions reductions and allow Zyeta to implement targeted strategies to lower its carbon footprint, in compliance with Indian environmental regulations. This helps ensure transparency and continual improvement in GHG management.

6.6 Travel Emission Reduction

At Zyeta, we are committed to reducing our carbon footprint from business travel by prioritizing the use of communication technology, such as video conferencing and web-based collaboration tools. This strategy helps avoid unnecessary travel, saving time, resources, and significantly reducing emissions. All business trips will require prior approval, with a clear justification, ensuring that travel is only undertaken when absolutely necessary. When travel is unavoidable, we will offset the CO2 emissions through accredited carbon offset programs, aligning with our sustainability goals and contributing to global efforts to combat climate change.

6.7 LEED Building Integration

Zyeta is committed to operating in energy-efficient and environmentally sustainable buildings. We will prioritize leasing or owning properties that are LEED (Leadership in Energy and Environmental Design) certified to ensure that our operations are conducted in energy-efficient, low-emission environments. LEED certification helps to ensure reduced operational costs and energy savings while promoting our commitment to sustainability and environmental responsibility.

6.8 Carbon Offset Programs

Zyeta will participate in carbon offset programs to neutralize the GHG emissions generated by our unavoidable activities, such as business travel. We will purchase verified carbon credits from reputable offset programs like the Verified Carbon Standard (VCS) and Gold Standard. By engaging in projects such as afforestation or renewable energy generation, we aim to compensate for our emissions and contribute positively to the global climate change mitigation efforts.

Zyeta will purchase verified carbon offset credits to compensate for any unavoidable GHG emissions. These credits will support credible projects, including afforestation and renewable energy initiatives, ensuring that Zyeta is contributing positively to global carbon reduction efforts. The company will ensure all offset credits purchased are from verified and reputable programs such as the Verified Carbon Standard (VCS) or Gold Standard.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measures	Target Value for April 2025-March 2026
1	Travel and Transport	Reduce GHG emissions from business travel	Reduction in travel emissions (%)	5%(↓)
2	GHG Reduction Training	Educate employees on GHG reduction practices	Percentage of employees trained (Count)	100%(→)
3	Building Design and Construction Practices	Implement energy-efficient and sustainable building designs	Number of projects with energy-efficient designs (Count)	50%(↑)
4	Sustainable Procurement Practices	Ensure suppliers follow sustainable procurement practices	Percentage of sustainable suppliers (%)	60 %(↑)

5	Carbon Audit	Regularly assess the company's carbon footprint	Number of audits conducted (Count)	1/year(↑)
6	Travel Emission Reduction	Minimize emissions from employee travel	Reduction in business travel emissions (%)	5%(↓)
7	LEED Building Integration	Integrate LEED certification into all new building projects	Number of LEED-certified projects (Count)	60%(↑)
8	Carbon Offset Programs	Offset carbon emissions through verified credits	Amount of carbon offset (tonnes)	45%(↑)

8. Disciplinary Action for Policy Violations

Non-compliance with the Greenhouse Gas Policy will be addressed through appropriate disciplinary actions. This may include counseling, training, or, in severe cases, termination of employment or contracts. Violations of this policy, especially those relating to excessive energy consumption or failure to participate in training and awareness programs, will be documented and acted upon to ensure that Zyeta's commitment to sustainability remains uncompromised.

9. Annual Review

The Greenhouse Gas Policy will be distributed to all employees, contractors, suppliers, and other relevant stakeholders. The policy will be communicated during onboarding, through internal meetings, and posted on the company's intranet and public website for easy access. An annual review will be conducted to assess the progress made in achieving the targets outlined in this policy. The review will evaluate the effectiveness of GHG reduction strategies, identify areas of improvement, and adjust targets or strategies as needed to ensure continued progress towards the company's environmental goals.

10. Conclusion

Zyeta's Greenhouse Gas Policy provides a strategic approach to reducing GHG emissions and fostering sustainability. By focusing on energy efficiency, sustainable procurement, employee training, carbon audits, and carbon offset programs, Zyeta is dedicated to minimizing its environmental impact. The policy emphasizes regular monitoring, transparent reporting, and continuous improvement, ensuring that Zyeta not only meets but exceeds its sustainability goals. This commitment reinforces Zyeta's position as a leader in green building and environmental responsibility, contributing to global efforts in combating climate change and creating a sustainable future.

WASTE POLICY
ZYETA/ESG/P-3

1. Introduction

Zyeta is committed to sustainability across all operations, particularly in waste management. We focus on minimizing environmental impacts by reducing waste and optimizing resource use, aligning with both national and global environmental standards. This Waste Management Policy emphasizes waste prevention, minimization, and responsible disposal practices. Zyeta integrates sustainability into its operations, ensuring waste management supports environmental goals and benefits local communities. Through these efforts, we aim to meet both our clients' sustainability objectives and contribute positively to the environment, reaffirming our dedication to sustainable development in the BIM industry.

2. Scope of Application

2.1 Who: The policy applies to all employees, contractors, subcontractors, and stakeholders involved in Zyeta's projects and operations.

2.2 Business Area or Operation Covered: All aspects of our design consultation and project management services through Building Information Modeling (BIM), including procurement, construction, and operational processes.

2.3 Geographical Area Covered: It covers all the branches.

3. Roles and Responsibilities

3.1 Top Management

- Set overall strategic goals for waste reduction and sustainability within Zyeta Ensure adequate resources are allocated for the implementation and monitoring of this policy.
- Review and approve the annual waste management performance report.

3.2 Sustainability Officer/Environmental Manager

- Monitor and ensure compliance with the waste management policy.
- Develop and update waste management procedures, guidelines, and practices.
- Conduct periodic waste audits to assess progress in waste reduction goals.
- Organize training programs for staff on waste reduction techniques.

3.3 Project Managers

- Oversee waste management on-site during construction projects.
- Ensure that contractors and subcontractors comply with Zyeta waste management guidelines.
- Report any waste-related issues that arise during the project lifecycle to the Sustainability Officer.

3.4 Employees

- Adhere to the guidelines outlined in the Waste Management Policy.
- Actively participate in waste reduction and recycling efforts within the company.
- Report waste-related issues or inefficiencies to the relevant authority in the company.

3.5 Contractors/Subcontractors

- Follow waste management protocols specified by Zyeta Provide regular updates on waste reduction measures undertaken during construction projects.

3. Governance of this Policy

The governance of this policy is overseen by Zyeta s Senior Management Team, supported by the Sustainability and Environmental, Social, and Governance (ESG) Committees. These committees are responsible for the implementation, monitoring, and continuous improvement of waste management practices across all Zyeta operations. The Sustainability Team will manage the day-to-day administration of this policy, ensuring adherence to the policy and working with relevant departments to improve waste reduction strategies.

4. Application of the Policy

The policy applies to all waste management activities, including waste reduction at the design phase through efficient planning, responsible sourcing of materials to minimize waste, recycling and reuse of construction materials wherever feasible, proper segregation, collection, transportation, and disposal of waste, and compliance with national and local waste disposal regulations.

5. Waste Policy

5.1 Internal Waste Minimization

Zyeta is committed to reducing internal waste by emphasizing the reuse, recovery, and repurposing of materials within our operations. We prioritize using reusable, compostable materials over single-use items and strive to reduce paper consumption by promoting digital documentation. Our approach also includes repairing and repurposing office and IT equipment to extend their lifecycle and minimize waste. We aim to continuously improve our processes to align with sustainable practices.

5.2 Waste Segregation and Recycling

Zyeta advocates for the segregation of waste at its source to ensure better recycling outcomes and environmentally responsible waste management. We categorize waste into distinct streams such as paper and cardboard, metals and plastics, organic waste, e-waste, and hazardous waste to streamline processing. By carefully separating waste materials, we can effectively increase the recycling rate and ensure that each type of waste is directed to the appropriate facility.

This approach not only reduces landfill use but also maximizes the potential for material reuse, supporting our commitment to a circular economy and sustainable waste practices.

5.3 Employee Waste Management Training

Zyeta ensures that all employees are well-versed in waste management practices through regular training programs. These programs emphasize the importance of waste reduction, sorting, and responsible disposal. Employees are encouraged to adopt waste-reducing habits, such as minimizing paper usage and properly sorting waste. By enhancing employee awareness, we aim to foster a culture of sustainability across our organization.

5.4 Sustainable Disposal Practices

When recycling or reusing waste is not feasible, Zyeta ensures responsible disposal through licensed waste management contractors. We prioritize waste disposal methods that minimize environmental impact, striving to reduce the volume of waste sent to landfills. By partnering with certified disposal facilities, Zyeta ensures that waste is managed in accordance with industry best practices, reducing the risk of contamination and supporting sustainability goals. Our focus on sustainable disposal reflects our broader commitment to environmental stewardship, minimizing our ecological footprint, and upholding the principles of responsible waste management in every project.

5.5 Waste Sorting and Management

Zyeta has established a systematic approach to waste sorting, categorizing waste into distinct streams such as paper, glass, metals, plastics, organic, and potentially hazardous waste. Our disposal methods are designed to maximize recycling rates and minimize landfill waste. The company follows appropriate waste disposal guidelines to ensure safe and responsible handling of all waste streams.

5.6 Material Consumption Optimization

At Zyeta, we continually seek to optimize our operations to reduce material consumption. By implementing technologies and process improvements, we minimize resource usage, reduce waste generation, and increase operational efficiency. We aim to implement best practices that contribute to a more sustainable approach to business while maintaining service quality.

5.7 Waste Reduction Strategies

Zyeta is dedicated to minimizing the amount of waste generated across all stages of project development. To achieve this, we emphasize the use of efficient design practices that reduce material waste and promote resource optimization through Building Information Modeling (BIM). By adopting sustainable materials in both design and construction, we aim to minimize resource consumption. Additionally, Zyeta collaborates closely with suppliers and contractors to streamline procurement processes, ensuring that waste is reduced at the source. Through these collective efforts, Zyeta seeks to drive a significant reduction in overall waste generation, contributing to more sustainable practices within the industry.

5.8 Bio-based Material Usage

Zyeta integrates eco-friendly and bio-based materials into our operations, reducing environmental impact. This commitment includes using sustainable office supplies and ensuring that our procurement policies prioritize environmentally responsible products. By sourcing eco-friendly materials, we aim to minimize the negative environmental effects associated with traditional, non-renewable materials.

5.9 Compliance with Regulations

Zyeta ensures that all waste management practices strictly adhere to local, state, and national environmental regulations in India. This includes compliance with laws concerning hazardous waste, recycling standards, and general waste management protocols.

Zyeta is committed to understanding and implementing the latest regulatory requirements, ensuring that all waste-related activities align with legal standards. By prioritizing compliance, we mitigate environmental impacts, reduce risks, and maintain transparency in all aspects of waste management. Our focus on compliance demonstrates our dedication to environmental responsibility and regulatory adherence at every phase of our projects.

5.10 IT Hardware Repurposing

Zyeta is dedicated to reducing electronic waste by refurbishing and reusing IT equipment. Our policy focuses on restoring hardware to its original state by reassembling, cleaning, upgrading, and replacing components as necessary. This approach reduces the need for new equipment, conserves resources, and reduces e-waste. We are committed to extending the lifecycle of IT assets through effective.

6. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Internal Waste Minimization	Reduce internal office waste, including paper, plastics, and electronics.	Percentage reduction in internal waste generated	10 % (↓)
2	Waste Segregation and Recycling	Improve waste segregation and increase recycling rates.	Percentage of waste segregated and recycled	95% (↑)
3	Employee Waste Management Training	Train employees on waste management best practices.	Percentage of employees trained in waste management practices	100 % (→)
4	Sustainable Disposal Practices	Ensure sustainable disposal of waste.	Percentage of waste disposed of using sustainable practices	95% (↑)

5	Waste Sorting and Management	Improve sorting and management of different types of waste.	Percentage of waste properly sorted for recycling or disposal	95% (↑)
6	Material Consumption Optimization	Reduce material consumption by optimizing usage in projects.	Percentage reduction in material waste per project	5% (↓)
7	Waste Reduction Strategies	Implement waste reduction strategies to minimize waste generation.	Percentage reduction in total waste produced	10%(↓)
8	Bio-based Material Usage	Increase the use of bio-based materials in projects.	Percentage of materials used that are bio-based	45% (↑)
9	Compliance with Regulations	Ensure compliance with all local and international waste management regulations.	Percentage of waste management practices compliant with regulations	100% (↑)
10	IT Hardware Repurposing	Promote the reuse and refurbishing of IT equipment.	Percentage of IT equipment refurbished or reused	65% (↑)

7. Disciplinary Action for Policy Violations

Any failure to comply with Zyeta's Waste Management Policy will lead to disciplinary actions based on the severity of the violation. For a first offense, a verbal warning will be issued, accompanied by additional training on proper waste management procedures. A second offense will result in a written warning, and the individual may be reassigned to less critical tasks. In the case of a third offense, more severe actions such as suspension or termination of the employee or contractor agreement will be considered, depending on the circumstances. This policy ensures accountability and reinforces Zyeta's commitment to responsible waste management.

8. Distribution

This policy will be distributed to all employees, contractors, and relevant stakeholders to ensure widespread awareness and compliance. It will be included in employee handbooks and onboarding materials for new hires, ensuring that all employees are informed from the start. Regular internal newsletters and emails will reinforce the policy's key points and updates. Additionally, training sessions and workshops will be organized to provide hands-on education and practical guidance on effective waste management practices. This multi-channel approach ensures that everyone involved in Zyeta 's operations understands and adheres to the Waste Management Policy effectively.

9. Annual Review

Zyeta's Waste Management Policy will undergo an annual review led by the Sustainability Officer in collaboration with senior management. This review will evaluate the policy's effectiveness, assess progress toward achieving the set quantitative objectives, and identify areas for improvement. Based on the findings, recommendations will be made to refine practices and strategies for continuous enhancement. The policy will be adjusted as necessary to align with evolving sustainability goals, industry best practices, and changing regulatory requirements. This ongoing process ensures that Zyeta remains proactive in managing waste and continuously improves its environmental impact.

10. Conclusion

In conclusion, Zyeta's Waste Management Policy reflects our dedication to reducing environmental impacts through responsible waste practices. By minimizing waste, enhancing recycling, and ensuring proper disposal, we strengthen our commitment to sustainability. Clear objectives, defined roles, and compliance frameworks create a culture focused on waste reduction and environmental stewardship. Our ongoing review process ensures continuous improvement in our strategies. Zyeta is committed to integrating sustainability in all services, fostering value for clients, employees, and communities. Through collaboration, we aim to set new standards in sustainable practices, driving a greener, cleaner, and more efficient future for all.

ENVIRONMENTAL SERVICES AND ADVOCACY POLICY

ZYETA/ESG/P-4

1. Introduction

Zyeta is dedicated to driving environmental sustainability within the built environment by offering design consultation and project management services, with a focus on Building Information Modeling (BIM) and Sustainability Management Systems. Our Environmental Services and Advocacy Policy aims to mitigate the environmental impacts of construction and building management. We are committed to advocating for sustainable practices in design, implementation, and operation, helping clients improve energy efficiency, optimize resource use, and reduce their overall environmental footprint Zyeta's mission is to educate clients and provide tailored solutions for enhancing environmental performance in every phase of a project.

2. Scope of Application

2.1 Who: This policy applies to all Zyeta employees, consultants, contractors, and stakeholders involved in our design and project management processes.

2.2 Business Area or Operations Covered: The policy covers all project management and design consultation services that utilize BIM technology, ensuring sustainable and environmentally responsible practices.

2.3 Geographical Area Covered: It covers all the branches.

3. Roles and Responsibilities

3.1 Management

- Set the strategic direction for sustainability practices within Zyeta.
- Ensure necessary resources (financial, technical, and human) are allocated for the execution of environmental services and advocacy.
- Monitor, review, and refine environmental practices in alignment with evolving regulatory frameworks and client needs.
- Lead by example in adopting environmentally conscious practices and promoting sustainability initiatives.

3.2 Sustainability Officer

- Oversee the integration of sustainability management systems (SMS) into Zyeta's projects and internal operations.
- Develop, implement, and monitor environmental strategies and initiatives.
- Educate and train staff and clients on sustainability best practices and energy efficiency.
- Report on the company's environmental performance, track progress against sustainability goals, and ensure compliance with environmental regulations.

3.3 Project Managers and Consultants

- Integrate environmental impact assessments into project planning and execution.
- Advise clients on energy-saving practices, resource efficiency, and waste reduction techniques.
- Ensure projects follow sustainability guidelines and meet regulatory requirements for environmental performance.

3.4 Employees

- Adhere to sustainability protocols and contribute to internal environmental goals.
- Promote sustainable practices through their roles and responsibilities, such as energy conservation, waste management, and resource optimization.
- Participate in training programs related to environmental services and advocacy.

3.5 Contractors and Third-Party Partners

- Align with Zyeta's environmental policies and practices when working on projects.
- Implement sustainable solutions in line with the company's environmental objectives.

4. Application of the Policy

Zyeta integrates sustainable design solutions in all projects, promoting the use of eco-friendly materials and energy-efficient designs. We advocate for sustainable policies in the construction and design industries while reducing our carbon footprint through optimized project workflows using BIM. Additionally, we partner with clients and stakeholders to support and achieve sustainability goals.

5. Governance of this Policy

The governance of this policy is overseen by Zyeta's Senior Management Team, supported by the Sustainability Committee and Environmental, Social, and Governance (ESG) Committee. The Environmental Services and Advocacy policy is integrated into Zyeta's overall sustainability strategy, which is driven by the company's commitment to environmental leadership. Regular reporting and review of the policy will be conducted to ensure compliance, effectiveness, and alignment with Zyeta's ESG goals.

6. Environmental services and advocacy Policy

6.1 Sustainability Goals and Commitment

Zyeta is committed to reducing its environmental impact while driving positive change for clients. Our goals include lowering energy consumption and greenhouse gas emissions in our operations and those of our clients. We aim to increase the number of projects achieving sustainable certifications, like LEED, to showcase our dedication to sustainability. Additionally, Zyeta is focused on expanding renewable energy use within both our internal operations and client projects, contributing to the global shift towards a low-carbon, sustainable future. Our ongoing commitment supports continuous improvement and innovation in environmental performance.

6.2 Providing Environmental Services

Zyeta offers diverse environmental services that help clients minimize their environmental impact. Our energy audits identify areas for reducing energy consumption, while sustainable design solutions incorporate renewable energy and low-carbon materials into buildings. We provide resource efficiency consulting, advising on water conservation, sustainable material selection, and waste reduction strategies.

Through BIM-driven sustainability, we utilize advanced modeling to simulate energy performance, optimizing building designs before construction begins. Our services guide clients toward a more sustainable, cost-effective approach in building and infrastructure development.

6.3 Monitoring and Reporting

Zyeta emphasizes transparency by tracking energy consumption and environmental performance across all projects. We provide clients with regular environmental reports, highlighting the effectiveness of implemented sustainability measures and progress toward sustainability goals. By utilizing tools like the Carbon Disclosure Project (CDP), we assess and disclose environmental performance, ensuring that the measures taken align with global sustainability standards.

This process helps clients make informed decisions, refine strategies, and stay committed to their sustainability targets while demonstrating accountability in their environmental impact.

6.4 Environmental Advocacy and Awareness

Zyeta actively promotes sustainable practices by educating clients on reducing their carbon footprint through energy-efficient designs, systems integration, and technology adoption. We offer recommendations for optimizing resources like water, materials, and waste management, ensuring reduced environmental impact. Zyeta encourages clients to pursue green building certifications, such as LEED, for their projects to validate their environmental commitment. Additionally, we provide guidance on complying with relevant environmental regulations, helping clients align with industry standards and enhance their sustainability efforts across various sectors.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Sustainability Goals and Commitment	Set and achieve clear sustainability goals and commitments.	Percentage of sustainability goals achieved	95% (↑)
2	Providing Environmental Services	Provide high-quality environmental services to clients and communities.	Number of environmental service projects completed	15 (↑)
3	Monitoring and Reporting	Monitor and report environmental performance effectively and transparently.	Percentage of environmental performance data reported quarterly	100% (→)
4	Environmental Advocacy and Awareness	Promote environmental advocacy and awareness within the organization and community.	Percentage of employees engaged in environmental awareness programs	100% (→)

8. Disciplinary Action for Policy Violations

Failure to comply with Zyeta's sustainability policy can lead to various corrective actions. Minor infractions may result in verbal or written warnings to address non-compliance. For staff who consistently fail to adhere to sustainability protocols, mandatory re-training will be required to ensure proper understanding and implementation of the policy. In cases of external stakeholders who repeatedly fail to meet the policy's standards, Zyeta reserves the right to terminate contracts or partnerships. These measures are designed to maintain the integrity of our sustainability initiatives and ensure all parties align with our commitment to environmental responsibility and best practices.

9. Distribution

Zyeta ensures that the sustainability policy is communicated effectively to all internal and external parties involved in company operations. It will be shared with employees, contractors, and stakeholders, emphasizing the company's commitment to environmental responsibility. The policy will be made readily available on the company's internal portal, so all personnel can access it whenever necessary. This transparent distribution process fosters alignment across all levels of the organization, ensuring everyone understands their role in achieving sustainability goals. Regular communication about the policy will further strengthen the importance of its integration into daily practices.

10. Annual Review

To maintain the policy's effectiveness, Zyeta will conduct a formal annual review. This review process will assess progress made toward sustainability objectives, measure the success of implemented initiatives, and identify areas needing improvement. During this review, new challenges in sustainability will be addressed, and changes to the policy may be made to better align with industry standards or emerging environmental needs. Continuous evaluation ensures that Zyeta remains adaptive and committed to ongoing improvement, staying at the forefront of sustainability efforts while meeting evolving environmental regulations and goals.

11. Conclusion

Zyeta is dedicated to leading the construction industry in environmental services and advocacy, guiding clients toward creating sustainable, efficient, and environmentally responsible buildings. By adhering to the principles outlined in this policy, we aim to foster a greener, more sustainable future for the industry. Through the strategic implementation of Building Information Modeling (BIM) and Sustainability Management Systems, Zyeta ensures that our projects meet the highest standards of environmental responsibility.

Acknowledgement of Receipt for Policy

I hereby acknowledge that I have received a copy of the Policy. I understand that it is my responsibility to thoroughly read the contents of the Policy and adhere to the policies, rules, and regulations outlined therein.

By signing below, I confirm my commitment to comply with the principles and guidelines stated in the Policy.

Signature : 

Name : Shalini S | Sustainability Consultant

Date : 5th February, 2024