



UCT (ASIA)

Shenzhen | Ningbo | Bangkok

# Environment and Sustainability Policy

January 04, 2020

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The Environment and Sustainability Policy of UCT (Asia) is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.

The Management of the Company recognises that our activities may have an environmental impact and in developing this policy we seek to confirm our commitment to manage environmental issues properly.

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This policy has the full support of the Directors. In implementing this commitment to manage our environmental impact properly we will:

- Fully comply with environmental regulations.
- Ensure that environmental considerations are integrated into our business decisions.
- Ensure that we use risk assessments in order to identify potential environmental risks to our businesses.
- Actively pursue opportunities to minimise the environmental impact of our operations, concentrating particularly on the use of energy, waste disposal, and water discharges.
- Attempt to develop a wider understanding of environmental issues among our suppliers, and employees.
- Regularly review our policies to ensure that they remain properly aligned to the need to reduce waste and encourage the most effective utilisation of scarce resources.
- Responsibility for implementing this Environment and Sustainability Policy Statement rests with the Directors.

This Environment and Sustainability Policy Statement will be regularly reviewed and updated as necessary.

The management team endorses these policy statements and is fully committed to their implementation.

This Policy Statement has been approved & authorised by:

Name: **Jean-Come Renaudin** Position: **Business Strategy Director**

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## Environment and Sustainability Committee



### UCT (Asia) implemented an Environment and Sustainability Committee that meets quarterly

Committee members, composed of employees from different offices and different departments, meet every quarter to improve our sustainability approach and propose new projects to move towards a better Carbon Neutral company. Once a quarter we involve customers, providers and partners in our committee to ensure our overall business environment becomes more sustainable.

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## Environment and Sustainability @TheOffice

UCT (Asia) recognizes that businesses can have a negative impact on the environment. We are committed, and enjoy finding ways in which we can reduce the impact of our work both in the office and when work takes us away from the office.

So together with our employees we defined our Environment and Sustainability Policy @Office. It is viewable in all work areas and we re-visit it once a year to find new ways to decrease our company's carbon footprint. It's good for the environment and good for business.

UCT (Asia) Employees along with its management have decided the following:

### Guiding Principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
  - To integrate sustainability considerations into all our business decisions.
  - To ensure that all staff are fully aware of our Environment and Sustainability Policy and are committed to implementing and improving it.
  - To minimize the impact on sustainability of all office and transportation activities.
  - To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
  - To review, annually report, and to continually strive to improve our sustainability performance.
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## Practical Steps In order to Put These Principles into Practice

### Travel and Meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we will provide free training webinars to clients to attend at any time.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.
- Use an emissions recording scheme for business travel to monitor our impact.

### Purchase of Equipment and Consumption of Resources

- Minimize our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste. As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

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- Avoid the use of paper wherever possible. For example, sending invoices and quotes via email as PDF files.
  - Recycle as much waste material as possible
    - Recycling equipment that is no longer of use to the company. For example, giving away items such as computers and printers that we no longer use.
    - Reuse waste paper (from the printer) where possible, making use of the blank side for notes etc.
  - Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
  - Seek to purchase electricity from a supplier committed to renewable energy. Seek to maximize the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
  - Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
  - Purchase fair-trade and/or organic beverages.

## Working Practices and Advice to Clients

- Undertake voluntary work with the local community and / or environmental organizations and make donations to seek to offset carbon emissions from our activities.
  - Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
  - Include a copy of our Sustainability Policy in all our proposals to clients.
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## Environment and Sustainability @Business



UCT (Asia) recognizes that businesses can have a negative impact on the environment. We are committed, and enjoy finding ways in which we can reduce the impact of products and services we propose.

So together with our partners and factories we defined our Environment and Sustainability Policy @Business.

Through procurement, we influence manufacturers so that they reduce harmful ingredients or switch to environmentally friendly ingredients and reduce the amount of packaging. We try to make them operate efficiently when it comes to distribution and logistics throughout the whole supply chain.

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By sales, marketing and our own production, we'll be an initiator for environmentally friendly choices that our customers make.

We can influence people's behaviour by providing promotional tools that reflect your brand values as well as being practically useful in being good for the environment. This also includes questioning the megatrend of 'greenwashing' products. Not everything which is sold under the label of environmentally sound products can really stand the test. On this basis we do not define a percentage of our sales which are sustainable development items and instead have in place some clear procedures and measures that guide our working practices.

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## UCT (ASIA) dedication to Eco-Friendliness

### Thorough Sustainability

At UCT Asia, we strive to operate with sustainability in mind at all times. The products we sell are manufactured in a responsible and ethical fashion and abide by national regulatory requirement norms in each of our markets. Our solid quality-control methods ensure that the products you'll choose for your brand can be sold and used with confidence.

### Reduce - Reuse - Recycle

When you are looking for a promotional product to carry your logo, you want it to be compliant with European/US laws and if possible a more sustainable option than just a traditional plastic give-away.

At UCT (Asia) we have opted to lead the game and help our customers to build a greener world, using a concept of REDUCE-REUSE-RECYCLE

**REDUCE:** Selecting products that have reduced plastic content, contributing to the reduction of the overall amount of plastic used.

**REUSE:** Selecting promotional items that can be reused: reusable coffee mugs, tote bags, ...

**RECYCLE:** Proposing products that are of recycled material recycled paper products, recycled glass, recycled PET umbrellas and bags, even pens made of recycled bottles.



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## Legal Compliance

UCT (Asia) ensures legal compliance to all statutory requirements of environmental regulations and standards that are appropriate to the goods we supply.

## Supplier Compliance

We measure our supplier's compliance to statutory requirements of environmental regulations and standards that are appropriate to the goods we supply in addition to monitoring and recording supplier Environmental Management certifications, which we incorporate into our supplier evaluation methodology incorporated into our Preferred Supplier Program and record in our Supplier database.

## Waste Management

We record the volume of items disposed ensuring that all waste is disposed of in an environmentally safe manner and in accordance with regulations.

## Recycle and use of Recycled Materials

Undue and unnecessary use of materials is avoided, and recycled materials used whenever possible. We measure the volume of items supplied that utilise recycled and reused materials including packaging.



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## Energy

All production processes and equipment purchased are based on the need to maximise efficient energy use and to minimise harmful emissions. We measure the amount of energy used in our buildings (electricity, gas, water etc.) and ensure we use sustainable sources where available.

## Delivery methods

We record the shipping and delivery methods used for each item and work towards carbon offset these if required (DHL Go Green program for carbon neutral shipping).

## Product Selection

We source, use and supply a range of environmentally responsible and recycled products.

We advocate for environmentally friendly products to our customers.



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## Certifications

You will find all the certificates and accreditations held by UCT (Asia) and our factories.

### Sedex Empowering ethical and responsible supply chains



Sedex was launched in 2004, with members in over 150 countries, and has over 38,000 organisations using it as their platform of choice for exchanging data. It is dedicated to driving improvements in ethical and responsible business practices in global supply chains. It is the largest collaborative platform for sharing ethical supply chain data.

The main aims of Sedex are to ease the burden on suppliers facing multiple audits and certifications, and to drive improvements in the ethical performance of world wide supply chains. Sedex Advance is an online, secure database which enables members to store and share information about labour standards, health and safety, the environment and business ethics.

Sedex is a not for profit membership organisation, it is not a standard setting body or code of conduct.

[\*\*Visit Sedex Website\*\*](#)

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# SUSTAINABLE ALTERNATIVES TO PLASTIC

Learn more about the difference between the many different sustainable materials so that we can jointly reduce the amount of waste and get better at recycling and re-creating.

## WHEAT STRAW

Wheat-straw is mainly an agricultural waste product that remains after grain or juice is extracted from the crops. Wheat straw is recently being used as filler for thermoplastic composites as polypropylene or ABS. It is a valuable environmentally friendly resource that, while upgrading the outlook of many reusable products, helps to reduce the amount of plastics used while reusing natural sources.

*WHEAT STRAW IS RECENTLY BEING USED AS FILLER FOR THERMOPLASTIC COMPOSITES AS POLYPROPYLENE OR ABS*

## CORN PLA

Polylactic acid (PLA) is a natural plastic substitute made from fermented plant starch (usually corn). It is an eco-friendly, renewably-sourced and biodegradable alternative to conventional petroleum-based plastics. The increased usage of PLA will reduce the carbon footprint of many industries. This non-toxic green material can be used for all kinds of products as grocery shopping bags to save or reusable tumblers.

*PLA IS AN ECO-FRIENDLY, RENEWABLY-SOURCED AND BIODEGRADABLE ALTERNATIVE*



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## ORGANIC COTTON

Organic cotton is equal to cotton with the difference that it is naturally grown without use of any pesticides, herbicides, fertilizers or any other chemical. In order to know for sure that the cotton is indeed organic, manufacturers go through extensive supply chain verification by third-parties and only certified cotton can be marketed (example by GOTS). Number of organic cotton farms is increasing faster however it still counts for a very small part of overall cotton production worldwide.

*ORGANIC COTTON IS NATURALLY GROWN WITHOUT USE OF ANY PESTICIDES, HERBICIDES, FERTILIZERS*

## COFFEE HUSK

After petroleum, coffee is the second most commercialized product in the world. Coffee husks (or chaff) is the dried skin of the bean. During the roasting process, the husk falls off and is mostly thrown away. Coffee husk is recently being used as reinforcing filler for thermoplastic composites as polypropylene or ABS. It is a valuable environmentally friendly resource that helps to reduce the amount of plastics used.

*COFFEE HUSK IS THE DRIED SKIN WASTE OF THE BEAN*

## BAMBOO

Bamboo is one of the fastest growing plants (grass) and it can replenish itself within a year with a minimum water need and without need of fertilisers to boost its growth. Since bamboo is naturally pest-resistant there is no usage of pesticides. Bamboo is a very renewable resource, strong and durable. It absorbs more Co2 from the air and



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releases more oxygen which improves the air quality. Bamboo is 100% natural and biodegradable.

*BAMBOO IS 100% NATURAL AND BIODEGRADABLE.*

## **CORK**

Cork is the bark of the self-regenerating cork oak tree. It is ranked among the most durable organic materials with the property of stabilizing the air temperature and humidity. It is a very flexible material and can be treated in a simple natural way. It has good adhesive properties, making it easy to use in combination with different materials. In general the cork industry is regarded as one of the most environmentally friendly. Cork is 100% natural and biodegradable.

*CORK IS 100% NATURAL AND BIODEGRADABLE. IT IS RANKED AMONG THE MOST DURABLE ORGANIC MATERIALS.*

## **RECYCLED PET / RPET**

PET is the most common type of plastic, mostly used for packaging and beverages disposable bottles/containers. A large part of the solid waste in the world is attributed to this packaging. Recycled PET is known as RPET, and it is the most widely recycled plastic in the world. The use of recycled PET by giving a new life to an already made product in place of virgin resin results in reduced environmental impact.

*RECYCLED PET IS KNOWN AS RPET, AND IT IS THE MOST WIDELY RECYCLED PLASTIC IN THE WORLD.*

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## GLASS

With different styles and sizes for any occasion, you can use these for when you are thirsty to help avoid single use items. Do your part by making this small change.

*GLASS IS A GREAT MATERIAL THAT CAN BE REUSED. EASY TO CLEAN AND LONG LASTING.*

## RECYCLED FABRICS

Recycled fabrics are made from waste fabrics (any textiles). Collected textile solid wastes are reprocessed to fibre and then back to fabrics for further re-production of bags, garments or linen. Most of the manufacturers work with two streams : pre-consumer waste (scrap from production) and post-consumer waste (used textiles collected). The color segregation occurs during the process to avoid as much as possible the re-dyeing of the fabric.

*COLLECTED TEXTILE SOLID WASTES ARE REPROCESSED TO FIBRE AND THAN BACK TO FABRICS*

## PAPER ITEMS

We have introduced a new range of paper products. The same items you already know and love, made with sustainability in mind. This is only one of many ways we are adapting to help the ecosystem. Did you know the average tree can be used to produce over 8,000 pieces of paper?

PAPER NOTEBOOKS, LUNCH BAGS, COOLER BAGS, PENS, AND MORE! ALL MADE WITH PAPER TO HELP REDUCE THE USE OF PLASTICS.



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## Contact

Please feel free to contact us to know more about our Environment and Sustainability approach.

**We are looking forward to  
working with you**



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