

	ENVIRONMENTAL AND ENERGY POLICY	POL OIE
		revision: 1
		date: 01.09.2025.

1. Introduction and Vision

PINOY 385 d.o.o. is a leading agency for intermediary and temporary employment (staffing) of Filipino workers in Croatia. Our vision is to create long-term, high-quality employment relationships that bring value to both employers and employees. Reliability, professionalism, quality, security and responsible resource management are the foundations of our business.

This Environmental & Energy Policy reflects our commitment to operating responsibly, sustainably and in full alignment with SMETA 4-pillar requirements, EU legislation, Croatian national laws and international best practices.

2. Scope of the Policy

This policy applies to:

- all business activities of PINOY 385, including temporary employment (staffing) and intermediary services,
- all employees, candidates and workers engaged or supported by the company,
- all subcontractors, recruitment partners and clients,
- all office operations, administrative activities and material resource use,
- all countries of origin and destination of workers.

3. Compliance with Environmental Legislation

PINOY 385 is fully committed to complying with, all relevant local, national and EU environmental laws and regulations. This includes legislation related to:

- environmental protection,
- waste management,
- water protection,
- climate change,
- air quality and emissions,
- energy efficiency.

We ensure that all legally required permits, registrations and documentation are in place, valid and up to date.

	ENVIRONMENTAL AND ENERGY POLICY	POL OIE
		revision: 1
		date: 01.09.2025.

4. Environmental Categories Covered by This Policy

This Environmental & Energy Policy addresses the following priority categories:

1. Greenhouse gas (GHG) emissions and energy consumption,
2. Water usage and water pollution,
3. Waste generation and waste management.

These categories reflect the environmental aspects most relevant to our administrative operations and to the wider impact of our services.

5. Environmental Impact Assessment Categories

Our environmental impact assessment considers the following:

- Physical climate change–related impacts (extreme weather, supply chain disruption, worker mobility risks),
- Greenhouse gas (GHG) emissions,
- Raw material and energy consumption, including paper, office supplies and electricity,
- Water usage and pollution,
- Waste generation and waste management, including recyclable and electronic waste.

6. GHG Emissions Monitoring and Climate Responsibility

PINOY 385 has conducted an inventory of its:

- Scope 1 emissions (direct emissions),
- Scope 2 emissions (indirect emissions from purchased electricity and energy).

We monitor, document and analyze GHG emissions in line with the GHG Protocol and SMETA environmental requirements. Our goal is to minimize our climate impact over time through responsible energy use and efficiency improvements.

7. Energy Monitoring and Efficiency

We regularly collect comprehensive data on our site’s energy consumption, including:

- electricity usage,
- heating and cooling requirements,

	ENVIRONMENTAL AND ENERGY POLICY	POL OIE
		revision: 1
		date: 01.09.2025.

- operational energy demands.

Energy data is reviewed to identify trends, optimize efficiency and reduce unnecessary consumption. We promote digitalization, energy-efficient equipment and responsible use of resources.

8. Water Use and Conservation

Although our direct water use is minimal, PINOY 385 commits to responsible water stewardship by:

- monitoring water usage,
- preventing leaks and unnecessary consumption,
- educating employees on water-efficient behavior,
- complying with all water regulations and local utility requirements.

9. Waste Management and Reduction

PINOY 385 monitors and measures the waste generated at its site, including:

- mixed municipal waste,
- recyclable waste (paper, plastic, glass),
- electronic waste (e-waste),
- confidential waste disposed in accordance with GDPR.

We reduce waste through:

- digital processes and reduction of paper use,
- proper waste separation,
- cooperation with authorized waste collectors,
- awareness training for employees.

10. Stakeholder Engagement and Environmental Feedback

We maintain processes for receiving feedback, addressing concerns and collaborating with stakeholders — including employees, clients, recruitment partners and the local community — to reduce environmental impacts.

	ENVIRONMENTAL AND ENERGY POLICY	POL OIE
		revision: 1
		date: 01.09.2025.

All environmental concerns are documented, investigated and resolved through corrective and preventive actions.

11. Continuous Improvement

PINOY 385 is committed to regularly reviewing and updating this Environmental & Energy Policy to ensure alignment with:

- regulatory changes,
- SMETA requirements,
- best environmental practices.

We evaluate environmental performance annually, identify opportunities for improvement and implement corrective measures where necessary.

12. Communication of the Policy

This policy is shared with all employees, recruitment partners and clients, and made available to the public. It is communicated during onboarding, training sessions and through internal communication channels.

13. Management Responsibility

The management of PINOY 385 is responsible for the implementation, maintenance, oversight and communication of this policy across the organization.

In Zagreb, 01.09.2025

Stjepan Jagodin, director