

Proposal on Energy Saving and Emission Reduction

Since moving into Sina Plaza, the Administration Department has been working to make the building energy efficient. In response to the national advocacy for “energy conservation and emission reduction to protect the environment, save resources and reduce waste” and to achieve the basic requirements of sustainable development and increase employees’ awareness of energy conservation, we encourage all our colleagues to start with ourselves and those around us, promote “energy saving and emission reduction” to the entire company with our actions, and make it part of our lifestyle.

Energy saving in the building involves many aspects, such as shortening the outdoor lighting time, changing the automatic sprinkler system to manual watering, adjusting the operating time of LED screens and outdoor advertising lights, etc. We would like to share with you the energy saving measures for the office area:

1. The office area lighting is turned on from 08:40 to 21:00 from Monday to Friday and is turned off at other times. Emergency lighting is turned on normally. Please send an email to apply in case of special lighting needs.
2. In the separate manager’s office, meeting rooms and other function rooms, please turn off the lights when leaving.
3. The bathroom lighting is in energy-saving mode from 21:00 to 08:40 the next morning with reduced illumination.
4. The lighting in main access of the parking lots B2 and B3 stays on all day long (18W when occupied, 3W when unoccupied), and the parking space lighting is turned off.
5. The water dispensers on each floor are turned off on weekends. Employees who work overtime may turn it on by themselves and turn it off when leaving.
6. Heating is provided 24 hours a day in winter and cooling is provided from 08:30 to 19:30 on weekdays in summer. Employees who work overtime outside the cooling hours may use the 24-hour overtime area on each floor.
7. It is prohibited to use high-power electrical equipment in the office area, such as kettles, electric heaters, etc.
8. Elevators and escalators will automatically enter energy-saving mode when idle. If you find that an escalator stays in operation when there is no passenger, please inform the 24-hour building attendant in time.
9. The Administration Department places cardboard boxes in the north and south passages on each floor before 14:00 every Friday for employees to discard beverage bottles, cans, used magazines or paper, etc. Please take care of the office environment and keep our desk clean and tidy.

The Administration Department encourages all employees to:

1. Try to use less lights when there is sufficient natural lighting. Open the curtains and make full use of natural light.
2. Turn off the power of office equipment such as computer, monitor, humidifier, etc. when getting off work. The last employee to leave shall turn off the lights.
3. Turn off the TV, projector and lighting in time after the meeting.
4. Reduce the brightness of the monitor to save energy, protect eyesight and reduce eye fatigue.
5. Close the windows to reduce outdoor-air ventilation. It is forbidden to open the windows when cooling or heating is provided.
6. Make full use of network resources to try to build a paperless office and print or copy on both sides of the paper as much as possible.

7. Use single-sided scrap paper as the scratch paper as much as possible. Dispose of confidential documents in the “confidential document recycling box” for the Administrative Department to collect and destroy.
8. Try to bring our own cups to meeting in the office area to save every disposable paper cup. In principle, paper cups are for visitors.
9. The Administrative Department has prepared refills for all kinds of ballpoint pens and signature pens used in the office. We can get a new refill from the department assistant to avoid changing the whole pen.
10. Try to use more rechargeable batteries and less disposable batteries.
11. Save drinking water and avoid waste. It is strictly forbidden to rinse cups with water from the water dispenser.
12. Try to use less hand soap when washing hands in the bathroom and less detergent when washing cups at the tea bar. After washing hands, try to use hand dryers instead of hand towels.
13. Do not waste toilet paper and seat paper when using the toilet.
14. Drive less private cars and advocate green commuting.

Colleagues who need to eat are required to eat at their workstations temporarily or at the tea bar. It is prohibited at any time to eat in meeting rooms on any floor, the centralized meeting area on the first floor, and the multi-function hall of the Employees' Leisure Center. We advise using disposable cutlery as little as possible.

We would like to remind colleagues who smoke that the Sina Plaza is a non-smoking building. Those who smoke (including vapes) in the building will face punishment. Those who report smoking in the building will be rewarded. Colleagues who smoke are kindly requested to smoke in designated outdoor areas.

We reiterate that the leisure areas on each floor are for discussion and break. Employees are strictly prohibited from lying down, sleeping, or exhibiting other disrespectful behaviors. Once discovered, they will be dealt with accordingly.

We hope that everyone will strive to become energy-saving promoters and supervisors, actively promote the importance of energy saving, and promptly discourage wasteful behavior, so that more people understand the importance of saving and truly achieve a low-carbon lifestyle.