



## ALDEA SUSTAINABILITY POLICY

In common with any responsible company, Aldea Solutions Inc. will always seek to reduce any negative environmental impact that its activities may produce. This document is a statement of the measures that Aldea has put in place and that all staff will seek to implement.

The city of Montreal has a sustainability awareness project:

([http://ville.montreal.qc.ca/pls/portal/docs/page/d\\_durable\\_en/media/documents/plan\\_de\\_dd\\_en\\_lr.pdf](http://ville.montreal.qc.ca/pls/portal/docs/page/d_durable_en/media/documents/plan_de_dd_en_lr.pdf))

The project promotes citizen awareness of and participation in environmental, social and economic issues, as well as joint action by all local players (institutional, community and private).

The nature of Aldea's business is such that we only have a limited number of areas where we can affect our environmental impact. We are also constrained in our Montreal offices by the policies of the Office Services providers, however we can take positive actions, and we should seek to follow the best possible practices.

### Office Waste

**Used Paper:** All used paper is being placed in the appropriate recycling bin for removal. Sensitive documents will be shredded first.

**Office Consumables:** Our main consumables are laser and inkjet printer cartridges. These will be returned to the main administration office when empty for recycling

**Cans:** All empty drinks cans etc. bearing the recycling symbol should be placed in the appropriate recycling bin.

**Plastic Bottles:** We encourage all staff to take to recycle through our recycling bins or domestic arrangements wherever possible.

**General Statement:** Staff should avoid printing material that can be easily read and disseminated electronically. We have to keep our personal computers and IT infrastructure running as part of our daily work requirements, so to add to the consumption of electricity, paper and printer cartridges by unnecessary printing is to be avoided at all times.

### Electricity

**Light Bulbs:** All light bulbs will be either Neon strip lights or low energy bulbs of the appropriate wattage for the work space.

**Servers & Communications Equipment:** These are all located in the server room and are the only machines that may be left running 24/7.

**Air Conditioning:** Air conditioners are heavy consumers of electricity and should only be used when office temperatures become uncomfortable. Although we are required to abide by legislation in this area, we encourage all staff to restrict the use of the air conditioners as much as possible. We do, however, fully appreciate that this is a subjective judgement, and whilst respecting the maximum temperature, we ask primarily that all staff think twice before switching the units on.

The exception to this is the air conditioning in the Server room. The equipment runs 24/7 and must be kept within operating parameters. The air conditioning in the Server room will be left running 24/7 and the thermostat will be set at 24 degrees Celsius.

**PCs, Monitors and Printers:** Unless there is an operation reason to the contrary, all PCs, monitors and printers will be switched off at the end of the working day. Similarly, if your personal equipment is to be left unused for a significant length of time, it should be switched off or, in the case of PCs, put into Hibernation.

**General Statement:** As a general rule of thumb, if it uses electricity and it isn't needed, switch it off.

## **Heating**

**Temperature settings:** As with air conditioning, there are legislative requirements to bear in mind and this is therefore a subjective judgement in many cases. However, whilst respecting the minimum temperature, we again ask all staff to think about how warm their office needs to be for comfort and adjust the thermostats accordingly.

If staff are working antisocial hours and require additional heating, full instructions for short-term overrides of the timer are available in the main Administration office.

## **Travel**

Aldea staff cannot avoid travel – it is an essential part of our business and on many occasions we have no real option but to fly. However, we should all take care to think about the most environmentally efficient forms of travel that we can use.

**Trains:** in EMEA region our staff should always use train travel as a practical alternative to driving or flying.

**Park & Ride:** If you know the area (i.e. if you pay regular visits to a customer) check to see if there is a practical Park & Ride scheme that you can use.

**Your Car:** Aldea pays the appropriate rate per mile for driving. However, the use of Hybrid or Electric vehicles is encouraged.

Reducing our negative impact on the environment is part infrastructure and part common sense. Aldea Solutions Inc. encourages all staff to keep the environment in mind at all times, and to do their personal best to minimise waste and emissions.



Aldea Solutions, Inc. is a leading provider of services and solutions for the television, film and media industries. Established in 2000 in Montreal, Canada, Aldea offers fully managed transmission services using its fibre and partner teleport facilities. Services include full time and occasional use services, video as file, HD encoding and other production and transmission services a customer may require. The Company's services are used by leading major broadcasters and media companies around the world for the transmission of sports, news and television programming.

A handwritten signature in black ink, appearing to read "L. Bentolila", written over a horizontal line.

Lionel Bentolila  
Chief Executive Officer

Date: December 19<sup>th</sup>, 2019