

<DOCUMENT NAME>		
PAPER SAVINGS AND EFFICIENT USE POLICY		
<DOCUMENT CODE> IN-AZD53-F01	<LAST REVISION DATE> 21/09/2020	<REVIEW STATUS> 04

PAPER SAVINGS AND EFFICIENT USE POLICY

As part of INSURCOL's commitment. To reduce the environmental impact caused by the activities it carries out, and in particular, as part of its commitment to saving natural resources, making efficient use of them, it establishes the following paper savings and use policy.

COMMITMENT:

1. Insurcol. is committed to reducing its total paper consumption by 20% compared to the previous year's consumption levels. To do this, it will carry out a monthly accounting of the consumption of the different types of paper and will implement an action plan aimed at achieving this reduction.
2. Will carry out maintenance on equipment such as printers and photocopiers to avoid unnecessary expense due to malfunctions.
3. Work staff and any person who uses Insurcol facilities. They will be informed of the good paper use practices followed in the entity so that they can follow them.
4. Insurcol is committed to selecting recyclable paper in the areas where it originates, making its disposal in the bags according to the color code established in the environmental program.

PROHIBITIONS

- Printing emails of an informative nature to the organization's staff is prohibited.
- Printing internal documents on a single side on a clean sheet is prohibited, unless the document requires it.
- The printing of formats and documents that are systematized or digitized in order to review, correct and/or archive them is prohibited.
- The use, copying and printing of paper for personal purposes is prohibited.

APPLICATION

This policy is mandatory for all employees of the company as well as INSURCOL.

EMPLOYEE MONITORING AND ASSISTANCE PROGRAM

To achieve the purpose of this policy, Insurcol. It will have systems that allow measuring, promoting, disseminating and ensuring compliance with the policy.



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General Manager

Last review date: April 01, 2025

Current Review Date: June 27, 2025

It was updated on the website: YES ☒ NO ☐

Website update date: June 27, 2025