

ANNEX 06B

Low energy equipment & light switch-off policy

TFL Tours minimizes energy waste by adhering to its code of conduct*, which includes the use of energy-efficient equipment, also turning off lights, monitors, air conditioners/heaters etc. in rooms that are not in use and during off-hours, always checking thermostats as well and keeping doors and windows closed when the heating is on and lights off when there is sufficient natural light to work. Our' new equipment purchasing policy requires that new equipment and plants fall within the highest energy efficiency standards.

All lighting and all air conditioning/heating in the headquarters are energy efficient, and almost all electrical equipment is turned off when not in use. In office rooms that are not in use, lighting and air conditioning/heating are kept off.

Our 'switch-off' policy to reduce energy waste and save energy means that equipment such as the air-conditioning/heating and all lights in the office are always switched off outside office hours or during lunch breaks (not in sleep mode), the computer monitor is switched off when the operators are not at their desk and all devices such as chargers, which consume energy even when no device is plugged in, are switched off or unplugged from the power sockets. At TFL also, a percentage of 15% of travel consultants work smart from home permanently or occasionally saving energy and CO2 emissions from transportation to/from work.

***TFL Tours' sustainability code of conduct implies that:**

- all employees are instructed on the “switch off” policy from the first moment;
- all staff turn off the computer monitors at their workstations when they leave their desks;
- the last person to leave the office at the end of working hours or for a lunch break is assigned to do a check of all equipment and turn off or unplug any devices still on;
- as long as light permits, staff work inside the office with natural light, keeping windows open, and turn on artificial light when necessary;
- as long as the temperature permits, employees open windows instead of turning on the air conditioning at medium to high temperatures;
- in cold weather, when the heat is on and running, employees keep doors and windows closed to prevent heat loss. Thermostats are also always checked to make sure there is not too large a gap between outdoor and indoor temperatures.