



Environmental, Health & Safety



1 Introduction

BMC Software is committed to complying with applicable health & safety laws and regulations globally. This Environmental, Health & Safety Policy ("Policy") provides a framework to achieve this goal and meets the requirements of the ISO 14001:2018 (Environmental Management), ISO 50001:2018 (Energy Management), and ISO 45001:2018 (Health & Safety Management) standards. BMC also tracks its Scopes 1, 2, & 3 carbon footprint data and submits this information to the Carbon Disclosure Project (CDP), Ecovadis, and Science Based Targets Initiative (SBTi).

2 Scope and Compliance

This Policy is applicable to all officers, directors, employees, suppliers, Contingent Workers, and affiliates of BMC Software. Failure to comply with the Policy, including not reporting actual or suspected violations, may result in disciplinary action, including, but not limited to termination of employment. Employees are required to comply with this Policy as described in the **Overview of Corporate Policies**.

3 Definitions

- A. **BMC Software:** BMC group companies around the world. This will also apply to companies purchased through mergers and acquisitions.
- B. **Building Fire Safety Officer:** Person appointed by the building landlord responsible for fire safety in the building.
- C. **Contracted Health & Safety Specialists:** Appointed contractor providing Health & Safety advice and support to the Director Global Real Estate, Facilities and EHS. GMD Associates is the current Contracted Health & Safety Specialist.
- D. **Contingent Worker:** Is a resource engaged for a defined period by BMC through a Staffing Agency or Payrolling company.
- E. **Employee(s):** Anyone directly employed by one of the BMC group companies.
- F. **Environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation. The Environment in this context extends from within an organization to the global system in which it operates.
- G. **Environmental Agencies/Local Authorities:** Regional authorities responsible for environmental compliance.

- H. **Environmental Aspect:** Elements of an organization's activities, products and services that can interact with the Environment.
- I. **Environmental Consultants:** Appointed contractor providing environmental advice and support to the Real Estate Manager.
- J. **Environmental Coordinator:** The Environmental Coordinator, in conjunction with the environmental management team, will act as the local Site Manager's environmental advisor and will have the duty of assisting the Site Managers to meet various responsibilities for controlling Environmental Impact.
- K. **Environmental Impact:** Any change to the Environment, whether adverse or beneficial, wholly or partially, resulting from an organization's Environmental Aspects.
- L. **Environmental Management Systems (EMS):** Part of an organization's management system used to develop and implement its Environmental Policy and manage its Environmental Aspects.
- M. **Environmental Objective:** Overall environmental goal consistent with this Policy that an organization sets itself to achieve.
- N. **Environmental Performance:** Measurable results of an organization's management of its Environmental Aspects. Results can be measured against this Policy, Environmental Objectives and/or Environmental Targets.
- O. **Environmental Target:** Detailed performance requirement, applicable to the organization or part thereof, that arises from the Environmental Objectives and that needs to be set and met in order to achieve those objectives.
- P. **Executive Leadership Team:** Group of senior level executives with functional expertise in guiding and directing the organization.
- Q. **Facilities Manager:** EMEA, Asia Pacific and Americas Facilities Manager responsible for locally supporting the Health and Safety Program.
- R. **Facilities Team/Local POC:** The Facilities Team consists of those members of staff in the Facilities department and contractors. The POC is the site point of contact where there is no Facilities presence.
- S. **Fire Marshal:** BMC Employee or contractor designated by the local Human Resources Business Partner to carry out fire safety duties.
- T. **First Aider:** Designated person qualified to provide emergency first aid assistance.
- U. **Director Global Real Estate, Facilities and Environmental Health and Safety (EHS):** Senior leader responsible for Health & Safety within the organization.

- V. **Health & Safety:** Controls operating to ensure the health, safety, welfare and wellbeing of persons at work.
- W. **Health & Safety Agencies/Local Authorities:** Regional authorities are responsible for Health & Safety compliance.
- X. **Health & Safety Management Systems:** Part of an organization's management system used to develop and implement its Health & Safety Policy and arrangements for managing Health & Safety.
- Y. **Health & Safety Objective:** Overall Health & Safety goal(s) consistent with this Policy that an organization sets itself to achieve.
- Z. **Health & Safety Performance:** Measurable results of an organization's management of Health & Safety. Results can be measured against this Policy, Health & Safety Objectives, and/ or Health & Safety Targets.
- AA. **Health & Safety Target:** Detailed performance requirement, applicable to the organization or part thereof, that arises from the Health & Safety Objectives and that needs to be set and met in order to achieve those objectives.
- BB. **Health & Safety Team:** The Health & Safety Team consists of those appointed by the Company to have specific responsibility for Health & Safety, including the retained Contracted Health & Safety Specialists.
- CC. **Individual(s):** All BMC Employees.
- DD. **Manager(s):** BMC Software Employees in a management role.
- EE. **Regional Facilities Managers:** Asia Pacific and Americas Facilities Manager responsible for locally supporting the Real Estate Manager.
- FF. **Senior Fire Marshal:** Designated BMC Employee or Contractor responsible for fire safety where BMC is in control of the building.
- GG. **Site Appointed Safety Person:** Individual members of BMC staff who are the Health & Safety point of contact at local sites and who control day-to-day local Health & Safety operations.
- HH. **Site Leader:** BMC Software Employee with enough seniority to handle responsibilities as defined in Section 5 of this Policy.
- II. **Site Manager:** BMC Software employee with sufficient seniority to handle responsibilities as defined in Section 3 of this Policy.

4 Environmental, Health & Safety Policy Statement

BMC Software has a company policy to comply with local laws and industry best practices, as well as environmental legislation, for all employees, contractors, visitors, and vendors. The policy applies to all information technology solutions, including mainframe computers, mobile devices, and internet-based computing.

4.1 It is our Policy to do all that is reasonably practicable to:

- 4.1.1 Prevent personal injury and damage to property;
- 4.1.2 Protect personnel and the environment from reasonably foreseeable hazards;
- 4.1.3 Protect the public in so far as they come into contact with this Company's activities;
- 4.1.4 Commit the necessary resources required to manage our Health & Safety systems; and
- 4.1.5 Continually strive to improve Health & Safety standards throughout the Company.
- 4.1.6 Reduce our levels of energy consumption, including electricity, gas and other fossil fuels, and obtain supplies from environmentally friendly organizations and those that use renewable energy sources.
- 4.1.7 Reduce our consumption of consumables and recycle equipment, waste products and redundant items.
- 4.1.8 Use, store, control and dispose of waste and/or hazardous materials in line with best environmental practices.
- 4.1.9 Purchase items manufactured or produced from sustainable sources and seek to obtain services, equipment and power from providers that are committed to environmental protection: and
- 4.1.10 Reduce travel through the use of technology to collaborate and meet.

4.2 In particular, it is our Policy to:

- 4.2.1 Provide and maintain safe and healthy conditions; taking account of statutory requirements and local laws to provide training and instructions to enable Employees to perform their duties safely and efficiently;
- 4.2.2 Make available all necessary safety devices and protective equipment and train and supervise their use as necessary. When required, Personal Protective Equipment will only be provided as a 'last resort' control measure;
- 4.2.3 Carry out an annual review of this Policy and other Health & Safety control systems employed by BMC; and
- 4.2.4 Consult with Employees on any matter which may affect them in relation to Health, Safety and Welfare.
- 4.2.5 Continually strive to improve our Environmental Performance by setting annual targets, reviewing our objectives and measuring progress via formal audits.

- 4.2.6 Aim to prevent or reduce our pollution and actively pursue the reduction of our use of substances and processes that adversely affect the environment.
- 4.2.7 Record our travel carbon emissions
- 4.2.8 Make this Policy available to the public at our offices and on our internal website.
- 4.2.9 Consult with Employees on any matter that may affect them related to the control of Environmental Impacts.
- 4.2.10 Carry out an annual review and update of this Policy and other employed environmental systems.
- 4.3 Employees have a duty to cooperate in the operation of this Policy by:**
 - 4.3.1 Not interfering with or misusing anything provided in the interest of Health & Safety;
 - 4.3.2 Reporting incidents that have or may lead to accidents;
 - 4.3.3 Complying with all Health & Safety instructions;
 - 4.3.4 Taking reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work; and
 - 4.3.5 All Employees are ultimately responsible to the individual leading the Health and Safety Program for compliance with the Health & Safety Policy requirements.

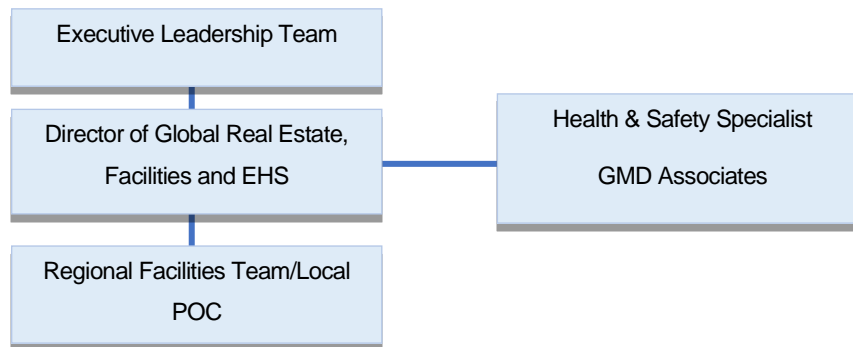
Health & Safety Roles Responsibilities

5 Health & Safety Roles and Responsibilities

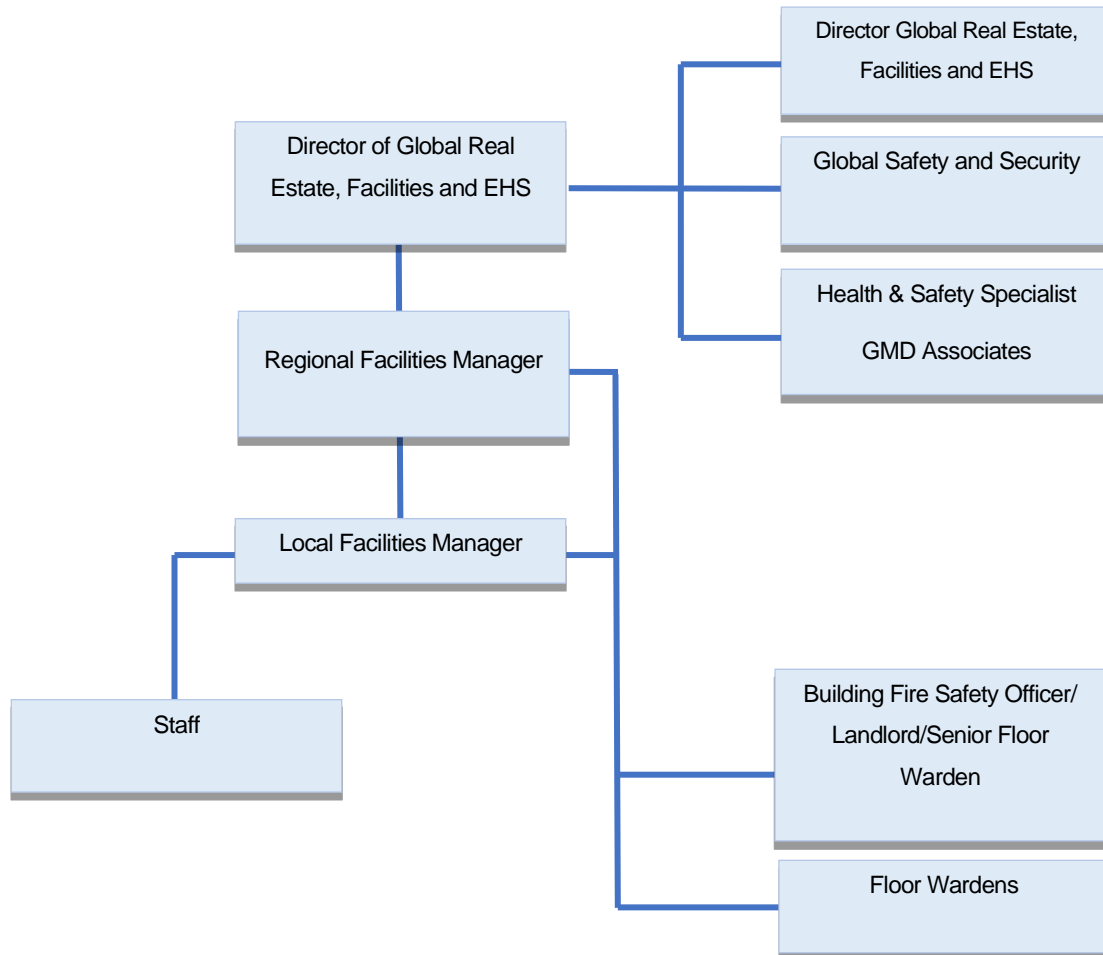
5.1 Overview

BMC is responsible for health and safety across all the global offices it occupies. This section highlights the required structure, roles, and responsibilities to meet the compliance requirements.

5.2 Health & Safety Global Structure



5.3 Health & Safety Local Structure



Health & Safety

5.4 Executive Leadership Team

The Executive Leadership Team will ensure adequate resources are provided to carry out the Policy and achieve set objectives.

5.5 Director Global Real Estate, Facilities and EHS

The Director Global Real Estate, Facilities and EHS is responsible for Health & Safety compliance and will report to Senior Leadership on any major compliance issues. They will delegate the day-to-day running of Health & Safety to the responsible individual from the Global Safety and Security Team who will report to them as needed with any issues or concerns which leadership should be made aware of or any items requiring Executive Leadership approval.

5.6 Site Leader

In locations where a Site Leader is identified, the appointed person will be responsible for Health, Safety and Welfare at their own sites

This Involves:

- 5.6.1 In collaboration with the Health & Safety Team, ensure that all identified changes to the Policy document are communicated to the Director Global Real Estate, Facilities and EHS;
- 5.6.2 Ensuring, in collaboration with the Health & Safety Team, that Employees receive BMC-approved safety training and instruction appropriate to the task they perform; and
- 5.6.3 Communicate with the Health & Safety Team to ensure that all significant work changes or practices are evaluated for Health and Safety risks, and addressed as identified.

5.7 Health & Safety Team (Appointed Safety Person)

The Health & Safety Team, in conjunction with the Company's Contracted Health & Safety Specialists, will act as the Site Leader's safety advisor and assist them to meet Health, Safety and Welfare responsibilities by:

- 5.7.1 Maintaining the Company's Health & Safety Policy and ensuring changes are relayed to its Employees;
- 5.7.2 As required, communicate to the Director Global Real Estate, Facilities and EHS information on any major Health & Safety issues in the Company, set and review Health & Safety annual targets and obtain agreement from the Director Global Real Estate, Facilities and EHS;
- 5.7.3 Keeping the Local Site Leader abreast of any Health & Safety changes which may affect their office;
- 5.7.4 Advising the Local Site Leader on design, safe use of offices, equipment and requirements of new equipment or process while still in the planning stage;

- 5.7.5 Meeting with the Director Global Real Estate, Facilities and EHS at suitable intervals and update them on all proposed changes to policies and procedures and obtain feedback on any outstanding issues;
- 5.7.6 All Health and Safety issues raised by staff which cannot be dealt with locally by the Local Facilities Team or Site Leader will be forwarded to the Director Global Real Estate, Facilities and EHS or when instructed, to the Company's Contracted Health & Safety Specialist, as appropriate;
- 5.7.7 Ensuring that safety training needs are identified and Employees attend suitable health, safety and fire induction training;
- 5.7.8 Developing safety awareness at all levels;
- 5.7.9 Maintaining a library of safety information necessary for the Company's functions and circulation of such information as required;
- 5.7.10 Ensuring that thorough investigations are carried out into all reported significant accidents, incidents, including near-misses, and that all necessary corrective action is taken to avoid recurrence;
- 5.7.11 Keeping up-to-date with local Health & Safety legislation and advising Employees accordingly.

5.8 Facilities Team

The local Facilities Team will assist the Health & Safety Team at each office by:

- 5.8.1 Arranging annual Health & Safety Audits as directed by the Health & Safety Team;
- 5.8.2 Liaising with the local Health & Safety Authorities, Fire Authorities, Local Authorities, Landlords and other agencies involved in Health & Safety matters on behalf of offices in their area of responsibility;
- 5.8.3 Ensuring all "plant" equipment and services under the responsibility of the Company are maintained in accordance with local laws or requirements;
- 5.8.4 Assisting Employees to deal with Health & Safety matters by providing advice and information as it pertains to execution of the BMC Health and Safety Policy;
- 5.8.5 Setting a good example on Health & Safety matters;
- 5.8.6 Arranging periodic checks to ensure that good safety and hygiene standards are being maintained in the office and taking corrective action, where necessary;
- 5.8.7 Ensuring that all significant accidents and incidents are recorded by the local representative, designated by the Health and Safety team, and reported centrally using the incident reporting system;
- 5.8.8 Confirming that Health & Safety information displayed electronically or on notice boards accurately reflects the most recent information provided by the Health and Safety Team; and
- 5.8.9 Contributing to the register of individual display screen equipment (DSE) workstation assessments maintained by the health and safety team and ensuring any observations identified remedied to the best of their ability.

5.9 Contracted Health & Safety Specialist

The Company's Contracted Health & Safety Specialists are responsible when contacted for assisting the Global Safety and Security Team in the day-to-day operational Health & Safety management within the Company. GMD Associates is the current Contracted Health & Safety Specialist.

These responsibilities may include:

- 5.9.1 Attending monthly meetings with the Director Global Real Estate, Facilities and EHS and providing information about any Health & Safety related issues;
- 5.9.2 Carrying out external site audits, training, and other specified Health & Safety duties as agreed with the Director Global Real Estate, Facilities and EHS; and
- 5.9.3 Assisting in the management of external audits when carried out by an accreditation body or others.

5.10 Individuals

It shall be the duty of all Employees while at work:

- 5.10.1 To take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work;
- 5.10.2 To cooperate with the employer to ensure compliance with all the Company's Health & Safety policies and procedures;
- 5.10.3 To refrain from intentional or reckless interference with equipment and/ or systems provided in the interest of Health & Safety;
- 5.10.4 To cooperate with management when required on such things as accident prevention and all procedures with regard to Health & Safety best practices. This includes participation in the display screen equipment (DSE) assessment process;
- 5.10.5 To maintain good standards of housekeeping in their work areas and storerooms;
- 5.10.6 To report any significant accident or incident including near-misses (whether or not personal injury results) to their nearest local representative, as designated by the Health and Safety Team, to complete an incident report;
- 5.10.7 To report any defects in equipment without delay to the Facilities Contractor and not to attempt repairs which they have not been authorized and specifically trained to undertake;
- 5.10.8 To ensure that no potentially hazardous item, substance, or machine is brought on to the site or used without the prior knowledge and authority of the Health & Safety Team;
- 5.10.9 To use and, if applicable, wear any item of personal protective equipment. . The law requires that any equipment supplied for safety following a suitable risk assessment must be used;
- 5.10.10 To undergo any Health & Safety training deemed necessary by the Company; and
- 5.10.11 To familiarize themselves with the Company's fire, bomb alert and other emergency procedures.

5.11 Contract Staff

- 5.11.1 Staff responsible for the presence of contract staff on the premises have a special responsibility for safety. They will need to coordinate the activities of the contractor with those of the Company and any questions related to this should be addressed to the Local Facilities Team/POC or Health & Safety Team.

5.12 Other Persons on Company's Premises

- 5.12.1 Other persons on the Company's premises are responsible for observing the Company's Safety rules and any instructions given by those responsible for enforcing the Company's Health & Safety Policy;
- 5.12.2 Other staff shall not visit or commence work on the Company's premises until the contractors' safety guidelines are read, signed as understood, and accepted;
- 5.12.3 Other staff shall not work on the premises or a contract unless covered by insurance against risk. A copy of the contractors' Insurance to cover risk should be sent to the local Facilities Manager; and
- 5.12.4 No contractor will work on-site without the person appointing that contractor first establishing the competence of that person to undertake the task.

5.13 Building Fire Safety Officer/ Senior Floor Warden

A Building Fire Safety Officer is normally appointed by the Landlord and will be responsible for the building fire safety including emergency fire incidents/ practices. Where appropriate, BMC will appoint a Senior Floor Warden to manage fire safety in the occupied area. They should ensure that:

- 5.13.1 All staff are made aware of fire precautions and action required in the event of a fire evacuation of the building;
- 5.13.2 When notified by HR, a written risk assessment is carried out for impaired persons and provisions made for their evacuation in the event of a fire;
- 5.13.3 Appointed Floor Wardens are conversant with their duties and attend a suitable training course for their role as soon as practicable after their appointment and at appropriate intervals thereafter;
- 5.13.4 As applicable, designated persons are trained in the operation of mobility disabled evacuation chairs;
- 5.13.5 During a fire incident/ practice, ensure occupied areas are clear of all persons and be prepared to brief the Building Fire Officer or representative as directed by the Building Emergency Procedures or as appropriate:
- a) Any area we have been unable to confirm as clear
 - b) Last known position of any missing person
 - c) The position, size, and nature of the problem/fire
- 5.13.6 This information must be available to the Building Fire Officer or representative immediately on arrival at the designated assembly or meeting point; and

- 5.13.7 A debrief is conducted with the Floor Wardens at the conclusion of any incident or practice exercise and forward any major concerns to the appropriate person.
- 5.13.8 This information must be available to the Building Fire Officer or representative immediately on arrival at the designated assembly or meeting point; and
- 5.13.9 A debrief is conducted with the Floor Wardens at the conclusion of any incident or practice exercise and forward any major concerns to the appropriate person.

5.14 Floor Warden

Where applicable and as required by the landlord, **sufficient designated Floor Wardens or persons should be nominated by the local Facilities Team/ POC to direct evacuations on each floor occupied by the Company.**

5.15 General Duties

- 5.15.1 Inform new staff of the fire procedures; physically show them the positions of the local "break glass" fire call points, fire extinguishers, alternative fire exits and assembly area, where applicable
- 5.15.2 As applicable, monitor their area for fire hazards, faulty or inaudible alarms, inoperative fire doors, missing or empty extinguishers or anything which they consider might adversely affect the ability to safely evacuate the premises.
- 5.15.3 In coordination with HR and as applicable, inform the senior floor warden of any new person on their floor with an impairment requiring them to be assisted during an evacuation of the floor/building so an appropriate evacuation plan for that person can be put in place.

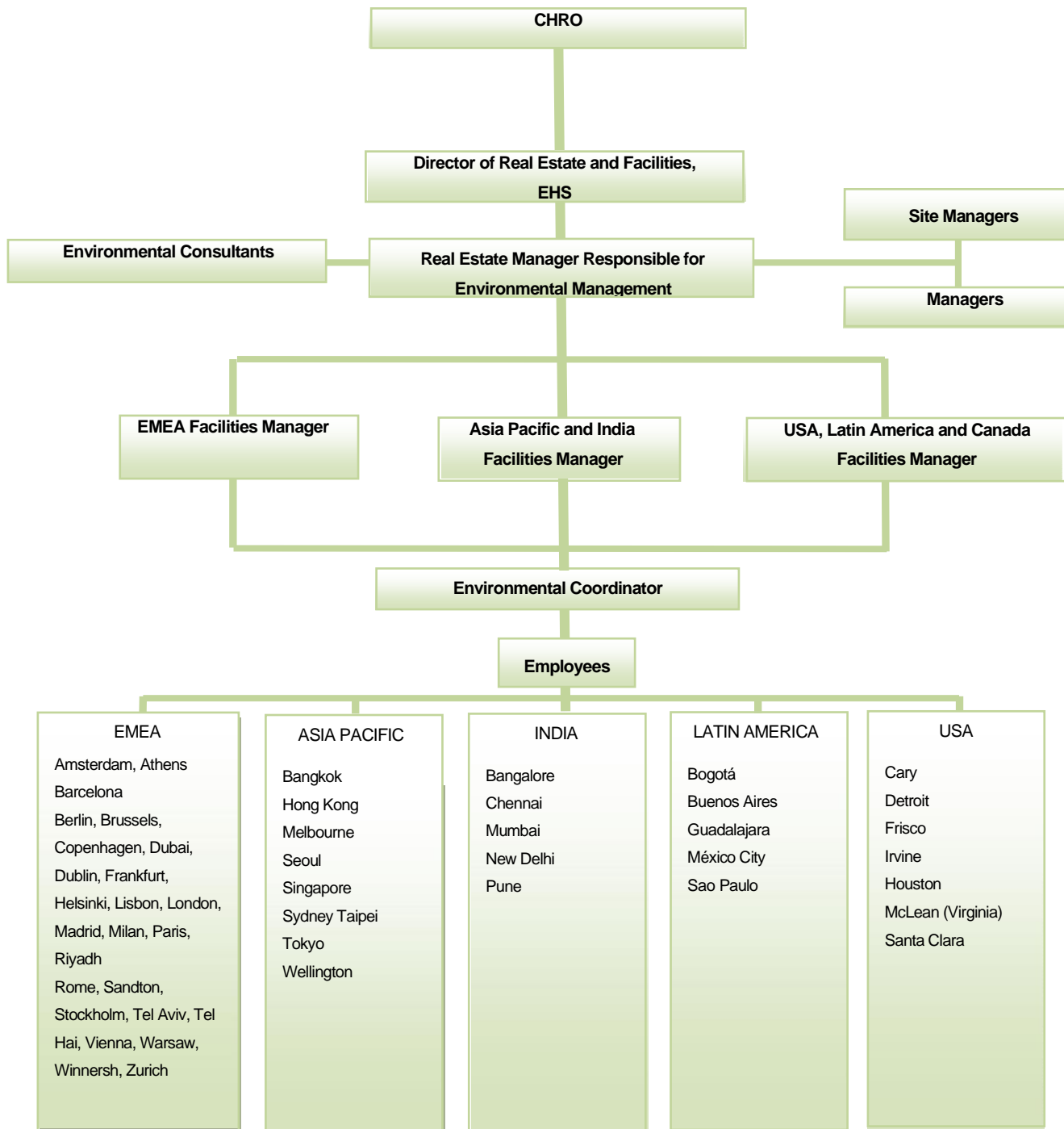
If a fire is discovered in your area:

- 5.15.4 When it can be done safely, activate the fire alarm, if this has not already been done. then ensure all personnel in your area vacate the premises by the safest route and proceed to their allotted assembly point;
- 5.15.5 Where applicable delegate a member of staff to call the local fire service and inform them of the size and location of the fire (if known) together with details of any injured persons or individuals still requiring evacuation or assistance; and
- 5.15.6 The Floor Warden should not attempt to extinguish the fire on their own or with other employees or contractors. Nor should they direct any employee or contractor to attempt to extinguish the fire.

When there is no fire in your area:

- 5.15.7 And the alarm sounds; you must evacuate all personnel by the quickest and safest route. It is your responsibility to ensure that your whole area is clear including cloakrooms, storerooms, offices, toilets, etc. but only if it is safe to do so.

6 Environmental Management Team



Environmental Commitment

6.1 The Director Responsible For Environmental Management

The Director of Real Estate and Facilities is responsible for establishing and maintaining an effective Environmental Management System and Policy which complies with the ISO 14001:2015 standard. Responsibilities included involve:

- 6.1.1 Ensuring that adequate resources and organization thereof are provided to meet the requirements of this Policy.
- 6.1.2 Ensuring the implementation of this Policy for controlling Environmental Impact, establishing the necessary procedures and standards to ensure its effective operation and setting annual targets and objectives for improving ongoing Environmental Performance.
- 6.1.3 Demonstrating personal involvement and support on all environmental matters.
- 6.1.4 Reporting to the management board on all corporate matters affecting environmental compliance.

6.2 Site Managers

The Site Manager will be responsible for the implementation of this Policy at their own sites and shall report, with respect to such responsibility, to the Real Estate Manager. Responsibilities include:

- 6.2.1 Selecting and appointing their own Environmental Coordinator to liaise with the facilities team and allowing such Environmental Coordinator sufficient time and resources to fulfill his or her duties.
- 6.2.2 Liaising through their local Environmental Coordinator with the facilities team to ensure that all the necessary environmental requirements have been covered, including taking into account any applicable and appropriate environmental considerations prior to any changes on site.
- 6.2.3 Retaining responsibility for all aspects of day-to-day control of Environmental Impacts where it would not require the authority of a director or other senior manager under other policies applicable to BMC Software.

6.3 Managers

Managers at BMC Software are responsible for ensuring that the Employees under their control are made aware of this Policy and the organization and arrangements for its implementation. Responsibilities include:

- 6.3.1 Ensuring that local legal requirements and related company requirements are understood and implemented in their area of responsibility.
- 6.3.2 Assisting Employees to deal with environmental matters by providing advice and information.
- 6.3.3 Setting a good example on environmental matters.

- 6.3.4 Through their local Environmental Coordinator, arranging and carrying out periodic checks to ensure that the correct environmental standards as set forth in this Policy are being maintained in the areas they manage and taking corrective action where necessary.
- 6.3.5 Through their Environmental Coordinator, ensuring that all environmental accidents/incidents are reported to the Real Estate Manager Responsible for Environmental Management (as defined below)

6.4 Manager Responsible For Environmental Management

The Real Estate Manager is responsible for the day-to-day operational environmental management within BMC Software, and this responsibility may be delegated to, where appropriate, the FM Account Manager, the Regional Facilities Managers, Environmental Coordinators and Environmental Consultants.

The duties of the Real Estate Manager Responsible for Environmental Management shall include:

- 6.4.1 Maintaining this Policy by incorporating the requirements of all new applicable legislation into Parts I, II and III of this Policy as required and ensure these changes are relayed to all BMC Software Employees and contingent workers through the BMC Software intranet system.
- 6.4.2 Communicating to the Director Real Estate and Facilities information on any major environmental issues in BMC Software.
- 6.4.3 In consultation with the Environmental Consultants, recommending outlined annual targets to the Director of Real Estate and Facilities.
- 6.4.4 Keep Site Managers informed of any changes to environmental laws and regulations that may affect their offices.
- 6.4.5 Investigating issues raised by BMC Software Employees and/or contingent workers that cannot be managed by the Environmental Coordinators.
- 6.4.6 Collating significant Environmental Aspect data relating to BMC Software Environmental Impacts to allow the Director of Real Estate and Facilities to prepare an annual report for publication on BMC Software's website.
- 6.4.7 Acting as the chairperson of the environmental meetings to coordinate and manage all necessary environmental compliance information.
- 6.4.8 Ensuring annual environmental internal audits are conducted at each office site covered by this Policy.

6.5 Environmental Management Team

The Environmental Management Team, which will be comprised of members of the facilities service provider and the appointed Environmental Consultants, will:

- 6.5.1 Directly support the Site Managers through their local Environmental Coordinator on all aspects of environmental management.

- 6.5.2 Seek authority and funding to proceed with environmental projects to ensure the sites meet with applicable legal and/or policy requirements.
- 6.5.3 Keep Site Managers informed of any environmental changes that may affect their office.
- 6.5.4 Assist the Environmental Coordinator with any day-to-day issues related to environmental management when they require support.
- 6.5.5 Monitor the annual Environmental Targets and report on the company's progress at formal meetings with the Real Estate Manager Responsible for Environmental Management. A fixed agenda GEMS/F8 will be used to ensure all relevant topics are covered.

6.6 Environmental Coordinator And Assistants

The Environmental Coordinator, in conjunction with the Environmental Management Team, will act as the local Site Manager's environmental advisor and have the duty of assisting the Site Managers to meet various responsibilities for control of Environmental Impact by:

- 6.6.1 Providing support on environmental internal audits and inspections.
- 6.6.2 Participating in the investigating of environmental incidents and near-miss incidents and recommending remedial action.
- 6.6.3 Ensuring that environmental training needs are identified and providing recommendations regarding appropriate actions that can be taken by local Site Managers.
- 6.6.4 Maintaining information systems on the notice boards and/or intranet to help develop environmental awareness at all levels.
- 6.6.5 Maintaining a library of environmental information necessary for BMC Software's local functions and circulation of such information as required.
- 6.6.6 Keeping up to date with local applicable legal requirements and advising Employees accordingly.
- 6.6.7 Recommending, where necessary, any appropriate personal protective clothing and equipment.
- 6.6.8 Advising the Site Managers on design and environmental use of offices and equipment. Identifying environmental issues and advising on the Environmental Impacts of new equipment or processes while still in the planning stage.
- 6.6.9 Liaising with the Environmental Agencies/Local Authorities and Landlords regarding environmental matters on behalf of their office.
- 6.6.10 Ensuring BMC Software's compliance with all applicable local legal requirements in line with this Policy and annual Environmental Targets.
- 6.6.11 Where BMC Software is directly responsible for any major plant or equipment at a site, such as boilers, air conditioning units, etc., ensuring that such plant or equipment is maintained and tested in accordance with applicable statutory requirements and does not present environmental risk to others insofar as is reasonably practicable.

- 6.6.12 Ensuring that floors, stairways, passageways, car parks/garages, parking areas and the general construction materials of buildings are without environmental risk insofar as is reasonably practicable.
- 6.6.13 When required, ensuring BMC Software's compliance with all local environmental construction regulations and standards.
- 6.6.14 Ensuring monthly environmental checks are performed as set in GEMS/F9 of this Policy.
- 6.6.15 Ensuring that the environmental notice boards are completed and set out in accordance with GEMS/F5 of this Policy or that such information is displayed on BMC Software's intranet system.
- 6.6.16 Completing, as directed, an annual environmental audit report for their site in line with GEMS/F1 of, which is attached to this Policy.

6.7 Individuals

It shall be the duty of all Employees whilst at work:

- 6.7.1 To cooperate with BMC Software to ensure compliance with this Policy.
- 6.7.2 To refrain from intentional or reckless interference with equipment and/or systems provided to control Environmental Impacts.
- 6.7.3 To cooperate with BMC Software's management when required on such matters as accident prevention and all procedures regarding environmental issues as set out in the local environment regulations and standards.
- 6.7.4 To report identified incidents with an Environmental Impact, including near-misses.
- 6.7.5 To ensure individuals do not bring any potentially hazardous item, substance or machine to one of BMC Software's sites, or use any such item, substance or machine at one of BMC Software's sites covered by this Policy, without the prior knowledge and authority of their immediate manager.
- 6.7.6 To undergo any environmental training deemed necessary by BMC Software.
- 6.7.7 To frequently familiarize themselves with this Policy.

In addition, BMC Software hopes that all individuals will make a positive contribution to BMC Software's environmental projects and initiatives.

6.8 Contingent Workers

Managers responsible for the presence of contingent workers on premises need to coordinate the activities of the contractor with those of BMC Software, aligning the policies and procedures applicable to the contract to this Policy. Any questions related to such coordination should be addressed to the Environmental Coordinator.

6.9 Third Party Contractor On BMC Software's Premises

- 6.9.1 Other persons on BMC Software premises are responsible for observing our applicable environmental rules and any instructions given by those responsible for enforcing this Policy.
- 6.9.2 Other persons shall not visit or commence work on BMC Software premises until the guidelines related to due diligence (identified as GEMS/M3 in this Policy) are read, signed and accepted by such person(s).
- 6.9.3 Other persons shall not work on BMC Software premises or contracts unless covered by insurance against environmental risk. A copy of third party contractor insurance may be required by the local Environmental Coordinator.

7 Impacts and Aspects

Due to the nature of the core business, the Environmental Impact of BMC Software is limited. The following are considered to be the most significant areas of BMC Software's Environmental Impact and are listed in order of priority. An Environmental Aspects and Impacts Register is attached to this Policy and identified as GEMS/F10.

7.1 Energy Management

Insofar as reasonably practicable:

- i) Reduce electricity usage
- ii) Reduce hydrocarbon fuel usage.
- iii) Reduce gas usage
- iv) Obtain a supply of energy from renewable sources

7.2 Travel

Insofar as reasonably practicable:

- i) Reduce the need to travel by choosing telephone conferencing/video conferencing over face to face meetings
- ii) Chose rail travel over air travel
- iii) Monitor and actively reduce air travel carbon emissions

7.3 Waste Management

Insofar as reasonably practicable:

- i) Consider supplies with reduced packaging.
- ii) Reduce waste by double-sided printing or printing multiple pages of reduced text size
- iii) Recycle waste

7.4 Procurement

Insofar as reasonably practicable:

- i) Ensure sustainable and green criteria are given importance in the selection process for suppliers and sub-contractors where applicable
- ii) Ensure purchased items and equipment can be effectively recycled at the end of their useful lives
- iii) Obtain supplies and items from fair trade organizations and use sustainable sources where applicable

7.5 Reduction of other Resources

Insofar as reasonably practicable:

- i) Reduce the levels of water consumption
- ii) Reduce consumption of materials such as cleaning products, paper, batteries, print cartridges, etc.

To ensure the company adopts best practices in its application of this Policy, the following hierarchy will be observed in all environmental decision-making processes:

Elimination

Actively seek not to use energy, resources, consumables, etc. or to reduce BMC Software's usage.

Substitution

Where energy, resources or consumables must be used, switching to green energy, sustainable resources, or environmentally-friendly consumables.

Automatic Controls

Where possible, ensure controls of Environmental Impact are automatic and do not rely on individual actions, e.g. automated computer switch-off software, timing switches, lighting, movement sensors, etc.

Control

As a last resort use control programs that require human intervention, such as switching off lights/equipment/etc.

7.6 General Provisions

To help achieve the above goals, those designated with specific responsibilities in Part II of this Policy shall ensure, insofar as is reasonably practicable, that:

The control of waste is monitored and, where possible, BMC Software will only deal with licensed waste removal contractors. Where any waste is removed, records will be kept for a minimum of two years or, in the case of hazardous waste, three years.

- 7.6.1 Where it is not reasonably practicable to reduce energy consumption, resources consumption or recycle items in accordance with this Policy, documentary evidence of non-conformance will be recorded.
- 7.6.2 Any items donated to charities or other organizations must be in good condition, not contain any hazardous materials and should meet recognized acceptable safety standards, e.g. furniture must be manufactured to a recognized local standard with appropriate markings and labels.
- 7.6.3 Where items, equipment or waste products are sent for recycling, individuals responsible for its dispatch must obtain documentary confirmation in the form of a consignment note from the recipient. In addition, where waste is removed from a BMC Software site by third-party contractors, a copy of their waste disposal license or authorization must be retained.
- 7.6.4 Where replacement and/or refurbishment of office infrastructure or services is undertaken, control of Environmental Impact will form a significant part of the decision-making process, e.g. lighting with movement sensors, water control in restrooms/toilets, power consumption of heating systems, light reflective ceiling panels, etc. As part of the process, a cost-benefit analysis should be undertaken, including consideration of purchase price and lifetime running costs.
- 7.6.5 Electrical items leased, rented, purchased or installed in BMC Software buildings or for use by Employees must comply with local legal requirements. These requirements generally provide that items leased, rented, purchased or installed must be marked so as to identify them as being compliant with applicable recycling regulations.
- 7.6.6 Insofar as reasonably practicable, all wood furnishings should be obtained from suppliers that can provide documentary evidence that the wood used is from a sustainable managed forestry source.
- 7.6.7 Where practicable, utilities will be obtained from environmentally friendly processes, for example, electricity could be obtained from providers that use renewable energy sources such as wind power farms, etc.

- 7.6.8 Each office should make its own local arrangements for recycling where national or regional directives are not in place.
- 7.6.9 Where plants are procured by BMC Software for use in the office, such plants should be of the kind that produces the most benefit for the office environment by balancing internal humidity and reducing air pollutants, such as: The Areca palm (*Chrysalidocarpus Lutescens*), the rubber plant (*Ficus Robusta*) or Peace Lilies (*Spathiphyllum SP*).
- 7.6.10 BMC Software will comply with any applicable provisions of local asbestos control requirements in all buildings where it exercises control.
- 7.6.11 Each office will have an annual audit coordinated by the Real Estate Manager Responsible for Environmental Management.
- 7.6.12 Annually, nominated offices will have an ISO 14001:2015 audit by the appointed certification body ensuring a sufficient number of offices are included in a three-year recertification period.

8 Reduction In Energy Use

Where reasonably practicable, energy should be obtained from renewable sources. Offices should monitor and reduce energy costs over the areas where they exercise direct or indirect control as follows:

8.1 Electricity

- 8.1.1 Where new equipment is purchased, the relative power consumption of that equipment will be recorded and evaluated to form part of the selection process, e.g. dishwashers, refrigerators, freezers, monitors, computers, printers, photocopiers, table lamps, etc., using the A-G energy efficiency scale or similar local scale.
- 8.1.2 Where practicable, low energy bulbs or bulbs with reduced energy consumption should be fitted, if such requirement would not affect other considerations, e.g. health & safety lighting requirements.
- 8.1.3 Where practicable, lighting should be fitted with presence control, time control or daylight control sensors.
- 8.1.4 Where practicable, IT equipment power consumption should be managed by an automatic power management system.
- 8.1.5 Computer monitors and personal computers should be switched off at night, on weekends and when the user is away from his or her workstation for a significant period.
- 8.1.6 When lighting is not required in specific areas and when such areas are not fitted with automatic controls, individuals should be designated as responsible for turning off the power.

8.2 Water

- 8.2.1 Where urinals are fitted with automatic flush systems, these systems should be programmed to cease operation when the office is not occupied outside normal weekday working hours or by installing a flow miser type system.
- 8.2.2 Where reasonably practicable, faucets/taps should be fitted with flow sensors or spray nozzles to reduce water consumption.
- 8.2.3 All water systems will be maintained for the control of legionella and other water-borne diseases in accordance with local legal requirements.

8.3 Gas

- 8.3.1 All-natural gas equipment must be maintained in accordance with local legal requirements by a suitably qualified engineer to ensure it remains efficient, safe and produces minimum harmful environmental waste, e.g. carbon monoxide.

8.4 Recycling Use and Disposal

Where a national or local system is not in place, offices should, where reasonably practicable, make local arrangements for recycling as follows:

- 8.4.1 Where surplus office furniture, fixtures and fittings exist, these should be offered for use to other BMC Software office locations, taking into consideration any negative environmental impact (e.g., long travel distances etc.), or should be donated to local charities, schools, etc.
- 8.4.2 Where reasonably practicable, recycled paper should be procured for use in notebooks, internal documents, paper, labels, flipcharts, storage boxes, post-it-notes, etc.
- 8.4.3 Bottled water and other items that use glass containers should, if reasonably practicable, be reused locally or purchased from suppliers that will collect and recycle the glass. Note: Business glass should not normally be recycled in community glass banks.
- 8.4.4 Plastic cups and bottles from water dispensers and vending machines should be placed into designated disposal bins for recycling.
- 8.4.5 Aluminum can recycle bins should be located in BMC Software cafés, Employees kitchens/pantries and beside can vending machines where practicable.
- 8.4.6 Computers, televisions, monitors and other electronic equipment must be treated as controlled waste in accordance with the local legal requirements. Items removed from any BMC Software site should be disposed of by an authorized removal agent and a consignment note issued to the local appointed Environmental Coordinator to be retained for a minimum three-year period.
- 8.4.7 Old mobile phones should be recycled through national or local programs where available.
- 8.4.8 Toner and printer cartridges will be recycled using appropriate storage boxes.
- 8.4.9 Where batteries are used, they should, where practicable, be rechargeable. Non-rechargeable batteries should be recycled using an appropriate container where available.

- 8.4.10 Where practicable, waste cardboard should be flat packed, stored and given to a local recycling disposal agent.

8.5 Reduction In Resource Consumption

Where reasonably practicable, offices should reduce the consumption of resources and consumables as follows:

- 8.5.1 Draft documents should be proofread on the screens of PCs or in hard copy printed on scrap or recycled paper.
- 8.5.2 Where practicable, memos, notes, letters, etc. should be sent by e-mail, and e-mails should not be printed unless commercially necessary.
- 8.5.3 Envelopes should not be used for internal mail or, if required, should be reusable.
- 8.5.4 For printed documentation to be used both internally and (where it will not affect the presentation standard) externally, both sides of paper should be used for printing.
- 8.5.5 Scrap paper should be made available for making notes rather than using new note pads/paper.
- 8.5.6 When buying new equipment such as printers, photocopiers, faxes, etc., such equipment should have a duplex option for two-sided printing.
- 8.5.7 Kitchens should use reusable plates, cups and cutlery and avoid the use of disposable items wherever practicable. When using disposable items, preference should be given to biodegradable items.
- 8.5.8 Use of individual portion packs of sugar, milk, butter, etc. should be minimized, and items should be purchased in bulk to reduce packaging waste.

8.6 Control, Storage and Disposal of Hazardous Materials

- 8.6.1 All items, substances, chemicals and equipment that have potential hazardous environmental effects will be disposed of as controlled waste using authorized and, where necessary, licensed disposal agents.
- 8.6.2 Because of the mercury-based gases used in fluorescent tubes, such items will be stored in appropriately robust and purpose-built containers and disposed of as controlled waste.
- 8.6.3 Refrigerators and freezers containing ozone-depleting refrigerant gases will be disposed of as controlled waste in accordance with the attachment to this Policy identified as GEMS/F2.
- 8.6.4 Where practicable, the company and its third-party contractors will not use aerosol cans, replacing them with pump-action dispensers if appropriate.
- 8.6.5 Where practicable, aerosol cans with ozone-depleting agents or propellants will not be used by the company or be authorized for use by its third-party contractors.
- 8.6.6 In accordance with applicable local legal requirements and where practicable, all substances and chemicals will be assessed, disposed of, substituted for safer alternatives or suitably controlled, in each case to minimize any hazardous environmental effects.

- 8.6.7 Where BMC Software uses rechargeable batteries in its equipment, it will not purchase or use those containing mercury or cadmium.
- 8.6.8 Any clinical waste from first aid incidents, sanitary waste, baby changing areas, etc. must be placed in hazardous waste containers for disposal as required under local legal requirements. All cleaning contractors must have an environmental disposal system in place to address such requirements.

8.7 Equipment Containing Refrigerants

- 8.7.1 A risk assessment must be carried out in compliance with local legal requirements relating to the disposal of controlled waste. This will be conducted by the appointed facilities managers.
- 8.7.2 Many offices have refrigerators that may contain chlorofluorocarbon (CFC) refrigerant. When these units are retired, they should be disposed of in an environmentally friendly way, using the attachment to this Policy identified as GEMS/F2 as a resource
- 8.7.3 When purchasing new refrigerators BMC Software, should purchase CFC-free units. Units should be checked for compliance with local legal requirements.
- 8.7.4 Although BMC Software will try to eliminate all units containing CFCs as soon as reasonably practicable, functioning units will not be replaced as they present a minimal risk to the Environment until disposal.
- 8.7.5 BMC Software will comply with all applicable fluorinated greenhouse gas (F Gas) requirements (refrigerators in cooling plant) to eliminate all harmful refrigerants from machinery.

8.8 Compliance Procedures

- 8.8.1 As this Policy is globally applicable, regional, country or local conditions will exist that could make it impossible to fully comply with some of the systems, procedures and/or targets set out under the ISO 14001:2015 standard.
- 8.8.2 In addition, new offices will be given a reasonable amount of time to meet the BMC Software standards and aspirations detailed in this Policy; to this end an office or generic gap analysis report will be prepared upon acquisition.

9 Environmental Symbols

Although environmental symbols can vary from country to country, below are a couple of common examples:



The mobius loop is used to indicate that an object is capable of being recycled.



This symbol denotes that an object contains x% of recycled materials.

10 Key Legislation

Local legal requirements will be recorded centrally on the intranet repository system at the Winnersh office. This library of requirements will be reviewed annually and updated as and when necessary.

11 Reporting

Call your local emergency number if an apparent life-threatening condition exists.

Report all safety hazards, workplace safety occurrences, or assistance with workplace equipment/environment to the local Health & Safety Team or [Facilities Tracking System](#).

12 Related Information

- [Code of Conduct](#)
- [Third-Party Code of Conduct](#)
- [Workplace Environmental Policy](#)
- **Violence Free Workplace Policy**
- **Display Screen Equipment Procedures**

13 Document Information

Category:	Corporate
Next Review Date:	August 2025

Appendix

CONTEXT OF THE ORGANIZATION

BMC Software is an international technology company with approximately 6,000 Employees providing mainframe, mobile and, cloud IT solutions across the world with offices in Africa, Asia Pacific, Middle East, the Americas, and Europe. The ISO 14001:2015 Management System is applicable to all of the offices accommodating more than five Employees excluding China and will be made available to interested parties when requested.

The needs and expectations of interested parties will be evaluated using form GEMS/F11. Interested parties are defined as those stakeholders who receive our services or who may be impacted by them. This can include, but is not limited to, neighbors (i.e. any business or domestic premises close to BMC Software locations), clients, statutory/regulatory bodies and Employees.

External and internal issues will be evaluated using form GEMS/F12 and will consider the following as threats or opportunities to the intended outcome:

- i) Political
- ii) Economic
- iii) Financial
- iv) Social
- v) Technological
- vi) Legal
- vii) Other Internal Issues

The control and influence BMC Software has over the stages of the service life cycle will be considered during the aspects and impacts evaluation using GEMS/F10.

PROCEDURES

- [GEMS/M1](#) Environmental Audit Program Procedure
- [GEMS/M1-2](#) Environmental Systems Audit/Review Program 2022 - 2023
- [GEMS/M1-3](#) ISO 14001:2015 Audit Summary Form
- [GEMS/M2](#) Environmental Objectives and Targets
- [GEMS/M2-1](#) Annual Global Environmental Objectives and Targets
- [GEMS/M3](#) Contractor Environmental System
- [GEMS/M3-1](#) Contractors Environmental Guidelines Acknowledgement Form

- [GEMS/M4](#) Environmental Document Control – Naming and Numbering
- [GEMS/M5](#) Non-Conformance and Corrective Action
- [GEMS/F1](#) Environmental Audit Form
- [GEMS/F2](#) Guidance and Consignment Note for the Removal of Equipment Containing Refrigerant Gases
- [GEMS/F3](#) Non-Conformance and Corrective Action and/or
- [GEMS/F4](#) Environmental Accident/Incident Report Form
- [GEMS/F5](#) Notice Board Layout
- [GEMS/F6](#) Environmental Training Matrix
- [GEMS/F6-1](#) Environmental Training Matrix Form
- [GEMS/F7](#) Environmental Audit Action Summary Sheet
- [GEMS/F8](#) Agenda for Quarterly Review Meeting
- [GEMS/F9](#) Environmental Data Collection Form
- [GEMS/F10](#) Impacts and Aspects Risk Assessment Register
- [GEMS/F11](#) Interested Parties
- [GEMS/F12](#) External and Internal Issues