



ENVIRONMENTAL MEASURES APPLIED IN APPLUS+

The present document includes the Environmental measures implemented at all the offices of Applus+ and observed by all the staff members performing activities in them.

Everyone belonging to the organization Applus+ and rendering services at the facilities of any of our customers shall observe the rules established by the customer regarding the management of waste which may be generated as a result of the development of such services.

1. WASTE

According to the corporate environmental policy, the guidelines included in this guide shall be adopted with the aim to minimize the environmental impact of the activities developed by Applus+:

- Applying the 3 Rs formula: Reduce, Reuse and Recycle.
- In order to achieve these cost-saving measures, all Applus+ offices shall reserve a place to collect the paper used on one side and reuse it for printing drafts on the blank side. Papers including confidential information shall never be reused.
- Properly sorting waste products for recycling.
- Presenting separately or in special containers the waste products which might still be usable, and also those which are subject to special waste collection services.
- Placing waste products in the containers specifically designated for such purpose.
- Following the established guidelines in the case of waste products which are subject to special waste collection services.
- Protecting warehouses from inclement weather to prevent damage to products.

2. OPTIMIZATION OF USE OF NATURAL RESOURCES

2.1. Consumption of paper, toner and ink

With the aim of reducing the consumption of natural resources in terms of paper, toner and ink, the staff members of Applus+ shall always try to follow the next action guidelines, whenever possible:

- Optimize the consumption of paper by using both sides of the page.
- Use electronic mail in internal communications.
- Boost the usage of electronic mail as opposed to fax or ordinary mail in external communications.
- Use both sides of the paper when printing or photocopying documents for internal use.
- Restrict the number of copies of the documents to be filed. Give priority to the storage of electronic files.
- Restrict the amount of printed drafts. Documents should always be revised on screen, modifying computer files.
- Check documents for possible mistakes using the "print preview" and introduce any necessary improvements before printing the pages.



2.2. Energy consumption

In the same way, in order to achieve a reduction of energy consumption, the following guidelines should be used insofar as possible:

- Turn on the lights of the occupied working areas only.
- Turn off the lights and extractors when leaving a meeting room (if it is not going to be used in 1 hour).
- Keep thermostats set at between 20 and 22° C in winter, and at between 22 and 25° C in summer.
- Make sure you close all office doors and windows while air conditioning or heating system is on.
- Turn off computer equipment at the end of the day or when not in use.
- Always be sure to switch off printers, thermal bookbinders, photocopiers and other electrical equipments at the end of the day.
- The last person to leave a particular working area should turn off the lights.

2.3. Fuel consumption

In order to achieve a distinct reduction of fuel consumption with Applus+ fleet vehicles and private cars, the following guidelines should be observed whenever possible:

VEHICLE USAGE

- Plan the route and choose the least congested way.
- Avoid overloading the vehicle with too many passengers or objects. Driving with roof rack, whether empty or loaded, increases fuel consumption by between 2 and 35%. Roof racks should be removed when not in use.
- The use of air conditioning increases fuel consumption by up to 20%.
- Avoid opening the windows completely while driving. Instead, use the vehicle's air vents to let in air from outside.
- Use the octane that provides cost-effective driveability and performance, as recommended by vehicle manufacturers.
- Check fuel consumption periodically. Variations in fuel consumption might be due to mechanical failure in the vehicle.
- Avoid using your car for very short journeys. Fuel consumption may be up to 20 litres/100 km in short urban trips, more than double the consumption in roads.

For short journeys in particular, alternatives such as walking, cycling or public transport are more environmentally friendly.

MAINTENANCE

- Check your tire pressures and keep all the tires properly inflated. A tire pressure of 0.3 bars below the setting range established by the manufacturer might cause over-consumption (approximately 3%).
- Tire alignment should be checked and corrected, too. Proper tire alignment is important to reduce gas consumption and tire wear.
- Change filters, oil and spark plugs on a timely basis. Using incorrect motor oils can increase oil consumption levels up to 3%.
- Keep your car engine tuned up. A poorly tuned or poorly maintained engine can increase fuel consumption by as much as 9%.

DRIVING

- Start up without accelerating and move off immediately for petrol cars. Diesel engines can require you to wait before moving off.
- Bear in mind the following tips when selecting the right gear:



- Shift up a gear when the engine is revving between 2000 and 2500 rpm for petrol cars, and between 1500 and 2000 rpm for diesel cars.
- For acceleration processes, remember that shifting up to a higher gear as early as possible will also reduce your fuel consumption. Always use the highest gear possible.
- For deceleration processes, make the downshifts as late as possible in the braking area.
- Selecting high gears and low revs reduces fuel consumption by up to 15%.
- Engine braking acts as a brake when the accelerator is not pressed. It is used to break the vehicle safely. Very little fuel is consumed when using the engine braking below 1500 rpm, whatever the gear is.
- With your foot fully off the accelerator, the engine needs very little fuel.
- Maintain your speed as constant as possible. Avoid braking or accelerating unnecessarily.
- Turn off the car engine while waiting if the wait is longer than 1 minute.
- Anticipate low traffic and watch well ahead to avoid sudden braking and subsequent acceleration. Keep the safety distance and use engine braking to assist the brakes for traffic or unexpected road conditions.
- Slow down. Fuel consumption is roughly proportional to the square of speed.