eguard
ENVIRONMENTAL SERVICES

Development through Safeguarding the Environmental Quality and Resources Sustainability

2022
SUSTAINABILITY REPORT

Contents

Message from the MD

> **Devastating impacts of these shocks remind us of the fragility of the planet, its ecosystems, and ultimately the humankind itself. Despites the setbacks to achieve SDGs, the World has realized that SD is the only way ahead to take.**

Upon the principles adopted by the UNCED in 1992, WSSD in 2002, and Rio+20 in 2012 as foundations, the World once again boldly committed to the elimination of poverty and hunger, protection of the only planet we live, and securing good health for all. By adopting Agenda 2030 for Sustainable Development (SD), the Conference called for action and contribution of the World's governments, business communities and citizens to 17 Sustainable Development Goals (SDGs) by 2030.

The World's endeavors to achieve SDGs have been immensely influenced by global shocks including widespread economic and political turmoil, and very recently, COVID-19 pandemic. Devastating impacts of these shocks remind us of the fragility of the planet, its ecosystems, and ultimately the humankind itself. Despites the setbacks to achieve SDGs, the World has realized that SD is the only way ahead to go. Sustainability becomes one of the most important priorities in the agenda of the business communities, and companies around the world are increasingly reporting their commitment to Sustainability and their contribution to the SDGs.

Indeed, E Guard is a company providing environmental services, and safeguarding the environment is one of our key functions. To initiate quality management of the company, a Quality Management System (QMS) was established and ISO 9001:2015 Certificate was acquired in 2017. Again in 2021 the existing QMS was expanded to an Environment, Social, OHS and Quality Management System in order to ensure full-fledged environmental and social compliance of the company's operation and activities. Integrated Certification of ISO14001:2015, ISO45001:2018 and ISO95001:2015 was acquired.

Next year in 2023, E Gurd's services will reach a decade's time. To welcome the 10th anniversary, we would like to disclose our efforts towards sustainability of the business as well as the society. Our report goes beyond who we are, how we do the business, and how our services benefit to our clients. Our efforts for the Business Sustainability and our contribution to the SDGs are reported, and the report also incorporates principles of sustainability such as maximizing economic impact while reducing carbon footprint and energy consumption, social responsibilities and community outreach, occupational health and safety, and, last but not the least, coping with emerging issues like COVID 19 pandemic.

Aye Thiha
Managing Director

Letter from the Board of Directors

Dear Readers,

E Guard, 100% citizen owned company providing the knowledge-based services to state, corporations, enterprises, developers and investors, the unique identity that will make everyone feel safe and sound for sure.

Our mottos are:

    We secure the Nature,
    We ensure the Future,
    We mind the Sustainability
    We find the Suitability.

E Guard had been established and operating with these principals. Our aim is to grow together without compromising the next generations' future. E Guard is trying to fill the gaps of technology know-how about the Environment for the country and provide the required services to make sure the minimum negative impacts which needed while doing the development and betterment of livelihood of the people and state.

E Guard, as not only independent 3rd party for assessment work but also capacity builder for the environment communities, will focus its functions and activities to be the modest technical standard and ethical ways.

> **" Our aim is to grow together without compromising the next generations' future.**

Taking the privilege of 3rd party, E Guard will try and find the best way to introduce and integrate the good practices to ensure the Sustainability of the Environment and Natural Resources of country along with the development and investment projects installation.

E Guard will assist the soft-power development initiatives together with the concerned societies, communities and authorities to formulate and install the balanced legal framework which will guide and lead the development initiative continuously for the country.

E Guard will involve in the capacity development, establishing the good environment governance and promoting the appropriate and applicable practices and technologies along with the Government Agencies, Youth community and Technocrats and Business partners.

Last but not least, E Guard will serve the country Myanmar and her peoples with the best possible ways.

The Board of Directors

The Board of Directors

Aye Thiha

Since E Guard was formed, Aye Thiha is working for the company as Managing Director. He obtained his bachelor's degree from University of Yezin in 1995. Furthermore, he got his Natural Resources Management Master's Degree from Asia Institute of Technology in 2001. He was also awarded Master of Business of Administration from Yangon University of Economic in 2018. He also obtained Diploma in Geographical Information Systems from Dagon University. He has a broad range of experiences in managing and implementing numerous projects (including local and foreign funded development as well as investment projects). At E Guard, he is responsible for cost estimation, contracting, staff recruitment and general administration.

Soe Min

Soe Min is a civil, water resources and environmental engineer with over 20 years of working experiences for government and private organizations. He holds Bachelor of Civil Engineering from (RIT), Yangon and Master of Environmental Engineering from (AIT), Bangkok, Thailand. He had experiences of local and international practices on construction management; contractual works; environmental equipment sales, services and marketing; and environmental consulting services. As a facilitator, he has facilitated various stakeholders meeting at the levels of union, states & regions, townships, and village tracks engaged accordingly as stipulated in MONREC, ECD's procedures. He has involved in various EIA projects SHM meetings including special economic zones developments, water way dredging, offshore oil & gas exploration, hydropower, mining, transportation, ports, building constructions and various industries developments. He had worked for ADB and WB as a National Consultant for environmental safeguard capacity building program. He has been working as a National Environmental Consultant for infrastructure projects funded by ADB and JICA in Myanmar. He involves in several EIA projects representing E Guard as a team leader, an environmental specialist, and a civil engineer.

Tin Aung Moe

Tin Aung Moe has been engaging and involving in various sectors and aspect of Myanmar. Primarily for Environment and other areas such as Energy security, Education, Planning, Rural Development and Peace Building and Nation Building. Graduated from Forestry University at Yezin and Asian Institute of Technology (AIT). Working for Government Agency, Research Center, Academic Institution, United Nations Bodies, Development Banks and International Development Partners' Projects. Formulated, Planned and executed several environmental regional projects in the Asia and the Pacific Region. And lead and implemented many national level environment projects in 40+ countries. Involved in Intergovernmental processes and multi-stakeholders negotiation, Policy formulation, Strategy framing, Planning and Evaluation of Initiatives. At E Guard, responsible for Administration and Management.

About Us

E Guard at a Glance

The idea of founding a consulting firm dedicated to environmental issues was conceived by three like-minded persons who were equipped with broad technical expertise and international exposures relevant to environment. Eventually, a company to provide environmental services entered the environment-related business community which was then not much popular in Myanmar.

E Guard Environmental Services Co., Ltd. (E Guard) is one of the independent third-party consultant firms providing the services relating to Environmental and Social Impact Assessment in Myanmar. By registering under the Directorate of Investment and Company Administration (DICA), the company was established in July 2013 to provide environmental services. It became a registered firm at the Environmental Conservation Department (ECD) in 2017. In 2019, E Guard joined Myanmar Environmental Assessment Association (MEAA) as a member.

Since its official establishment in 2013, the company has been gradually taking shape. Specialists, mostly young people with relevant backgrounds joined the company. With the growing demands of the market, the company was expanding rapidly in capital, equipment and human resources over time. Board of Directors (BOD) and Management Body were formed. Polices, strategy and standards of operation (SOPs) were also developed. Being recognized as a third-party consultant firm, E Guard is committed to 'guard' the environment while serving our client's regulatory compliance requirement.

E Guard is located at a quiet neighborhood in Mayangone Township which is an excellent workplace for knowledge workers.

E Guard Ensures Environment

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8th Mile, Mayangone Township, Yangon 11062, Myanmar.
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Email: info@eguardservices.com
http://www.eguardservices.com
https://mm.linkedin.com/in/e-guard-environmental-services-7256b9a4

Vision and Mission

Our vision is to support the development by providing the best possible services for safeguarding the environment quality and resources sustainability.

Our missions are:

- to provide efficient and effective high-quality services,
- to offer a comprehensive professional input for the development partners,
- to promote the environmental sustainability concepts by introducing the best available technologies and methods, and
- to assist the environmentally friendly, socially acceptable, legally sound development projects.

Organization

The top management body of E Guard is composed by the MD, who also acts as a director, and three Directors. The MD is responsible for overall management and administration of the company whereas various management works are distributed to the Directors. E Guard has four main Departments, and most of the staff are working for the Operation Department.

Our Services

E Guard was registered at Environmental Conservation Department, Ministry of Natural Resources and Environmental Conservation and obtained **Certificate for Transitional Consultant Registration (TCR)** in 2017. Nineteen areas of expertise are permitted to provide services or conduct various types of environmental studies by E Guard.

E Guard Environmental Services Co. Ltd. Office in Yangon (Above) and Organizational Structure of E Guard Environmental Services Co. Ltd. (below)
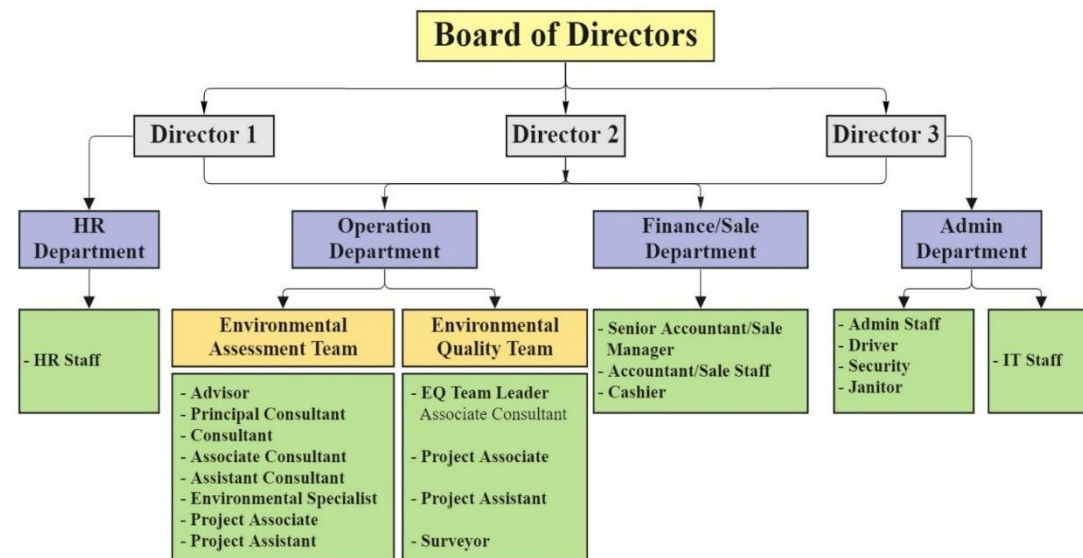
Initially, E Guard started services in three main areas:

- SIA/EIA study and report preparation,
- Environmental quality measurement and monitoring, and
- RS and GIS services.

Today, our services expand to the following areas:

- Consultancy Services for the perquisites relating to environmental issues of projects`
- Preparation of project proposals
- Resettlement Action Plan and Rehabilitation Plan
- Provision of services for Environmental Management System and Environmental Management Plan
- Inspection of Environmental Works
- Environmental Audits for projects which are operating and operated without EMPs
- Environmental Baseline Data Collection including, but not limiting, sampling, measuring, laboratory analysis, collection and surveying of physical (Air, Water, Noise, Vibration, Lighting), biological (Terrestrial Flora and Fauna, Aquatic Flora and Fauna), and social (Socio-economic) data without SIA/ EIA/ IEE/ EMP Report Preparation
- Stakeholder Engagement
- Due Diligence on Environmental Compliance
- Environmental Trainings
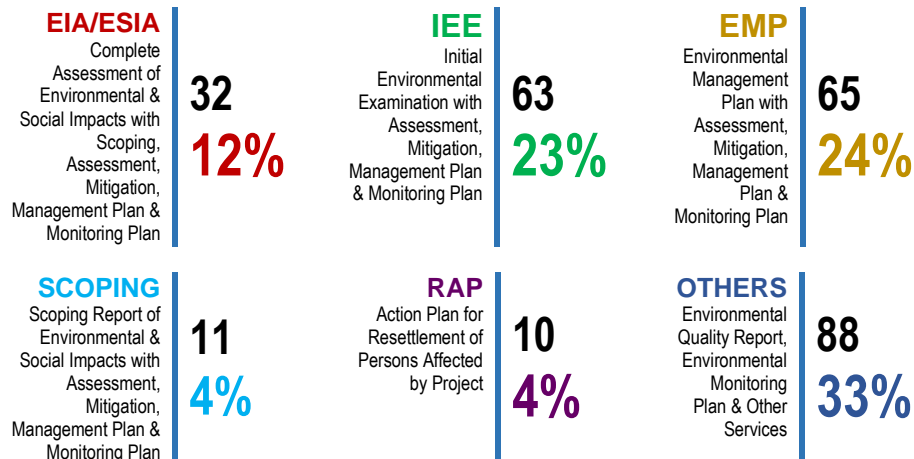- Customized services based on clients' specific requirements

The company is providing above-mentioned services to different clients including private business owners, government departments and international organizations such as JICA, IFC, the World Bank ADB and Exim Bank, Korea since July 2013.

Photos Top to Bottom: Measuring Environmental Quality, Water Sample Collection, and Aquatic Fauna Survey
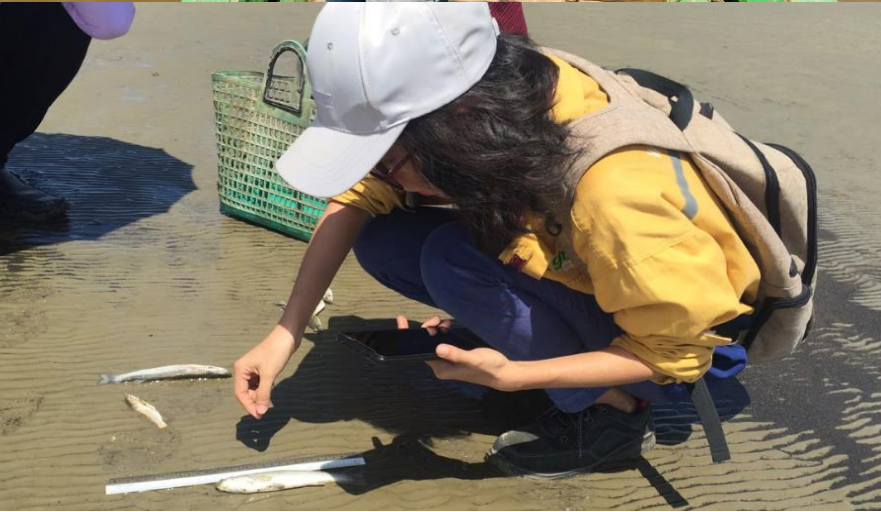
Our Achievements

E guard has prepared over 300 projects of various types and sizes from 2013 to date and has recognized as a leading national third-party organization with good quality services for EIA in Myanmar.

EIA/ESIA
Complete Assessment of Environmental & Social Impacts with Scoping, Assessment, Mitigation, Management Plan & Monitoring Plan

32
12%

IEE
Initial Environmental Examination with Assessment, Mitigation, Management Plan & Monitoring Plan

63
23%

EMP
Environmental Management Plan with Assessment, Mitigation, Management Plan & Monitoring Plan

65
24%

SCOPING
Scoping Report of Environmental & Social Impacts with Assessment, Mitigation, Management Plan & Monitoring Plan

11
4%

RAP
Action Plan for Resettlement of Persons Affected by Project

10
4%

OTHERS
Environmental Quality Report, Environmental Monitoring Plan & Other Services

88
33%

Completed Projects by Type of Service

Completed projects can also be categorized by type of project proponent. Although project proponents of most of the services are local business owners, a considerable portion of projects were funded by international organizations such as JICA, World Bank and Asian Development Bank.

204 (76%) | **LOCAL COMPANIES**

56 (21%) | **PROJECTS FUNDED BY INTERNATIONAL ORGANIZATION**

9 (3%) | **GOVERNMENTAL ORGANIZATIONS**
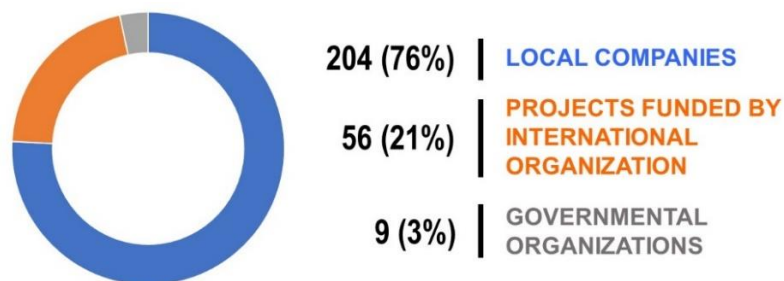
Completed Projects by Category of Project Proponent

Case Study

THIGYIT COAL FIRED POWER PLANT EIA PROJECT: A REMARKABLE EXPERIENCE

Formidable challenges offer a great opportunity to test the capability of a person or an organization in order to take to the next level.

Under the opposing directions of the country's ever-increasing electricity demand at an affordable price on one hand, and strong criticisms of the adverse environmental and social impacts of coal fired power plants on the other, our Thigyit EIA project was born in mid-2019. Of our works completed by far, it was the most challenging, resource-demanding, and painstaking project.

The Power Plant is located at Thigyit village tract, Pinlaung Township in the Southern Shan State. Using coal produced from Thigyit coal mine and raw water from nearby creeks the plant is generating 120 MW of electricity to put it into the national grid. Conventional coal-fired technology used by the plant at the initial stage was criticised as the major culprit of generating adverse impacts. With negative perception and criticisms, the challenges ahead were enormous. Acknowledging this, E Guard carefully prepared for the assessment.

In-house consultants were reinforced by external experts. All required data and information about the power plant were acquired from the proponent. Sampling was properly designed, and necessary instruments and equipment were employed for baseline environmental quality data collection. Inputs of AERMOD air quality dispersion model within the project area were also used. Assessment of biodiversity richness was carried out in both dry and wet seasons within the three representative areas. Socioeconomic data of about 1,000 households from 23 villages and two staff housings were collected. Potential impacts were identified, and their significance levels were evaluated followed by devising mitigation measures. Along with EMP and EMoP, 12 separate management plans were formulated.

The submitted report was repeatedly scrutinized by ECD and revised accordingly. During the review and revision process many inputs were added to the report preparation. Problem-solving skills of E Guard's project team members were enhanced. Lessons learned and insights into the energy issues and local context were gained. Pragmatic trading-off between development and environment was better understood. At the end, all of these became invaluable assets of E Guard to face with and to overcome more formidable challenges in the future.

Our well-known large projects include, among others, Korea-Myanmar Friendship Dala Bridge ESIA (April 2016 – October 2016), Tha Htay Hydropower Project Environmental and Socio-Economic Surveys for the Environmental and Social Management Plan (ESMP) (June 2018 – November 2018), New Hanthawaddy International Airport Construction Resettlement Action Plan (RAP) (August 2020 – January 2021) and Yangon Urban Mass Rapid Transit Project (YUMRT) ESIA (September 2019 – March 2020).

Compliance with the International Standards

International Organisation for Standardisation (ISO) is established for development of consensus-based industrial standards which are published to help businesses introduce effective Management Systems into their operations.

ISO Standards set out requirements and specifications which enable businesses to ensure they have fully functional Management Systems. With those management systems the customers as well as all other stakeholders are assured that the business consistently provides quality services and products with:

- efficient resources use,
- minimized environmental and social impacts, and
- taking care of health, safety, and well-being of the workers.

> **" ISO standards are consensus-based industrial standards which are published to help businesses introduce effective Management Systems into their operations.**

Images from Top to Bottom: Korea-Myanmar Friendship Dala Bridge Project, Tha Htay Hydropower Project, and Thilawa SEZ Project

To initiate quality management of the company, a Quality Management System (QMS) was established in 2017 at E Guard. To assure our customers that we are embracing the concept of quality through continual improvement, ISO 9001:2015 Certificate was acquired. Again in 2021, the QMS was combined with Environmental Management System (EMS) and Occupational Health and Safety (OHS) Management System to form an Integrated Management System in order to ensure full-fledged environmental and OHS compliance of the company's operation and activities. Integrated Certificate of ISO 14001:2015, ISO 45001:2018 and ISO 9001:2015 was acquired.

Important Materiality Topics

Although the concept of materiality is defined in a wide range of contexts, the principles within the context of sustainability to our business as well as to the society are taken into account in this report.

" **The content includes topics that are believed to be the most impactful to the success and sustainability of the business as well as to the society.**

Highly Material

Material
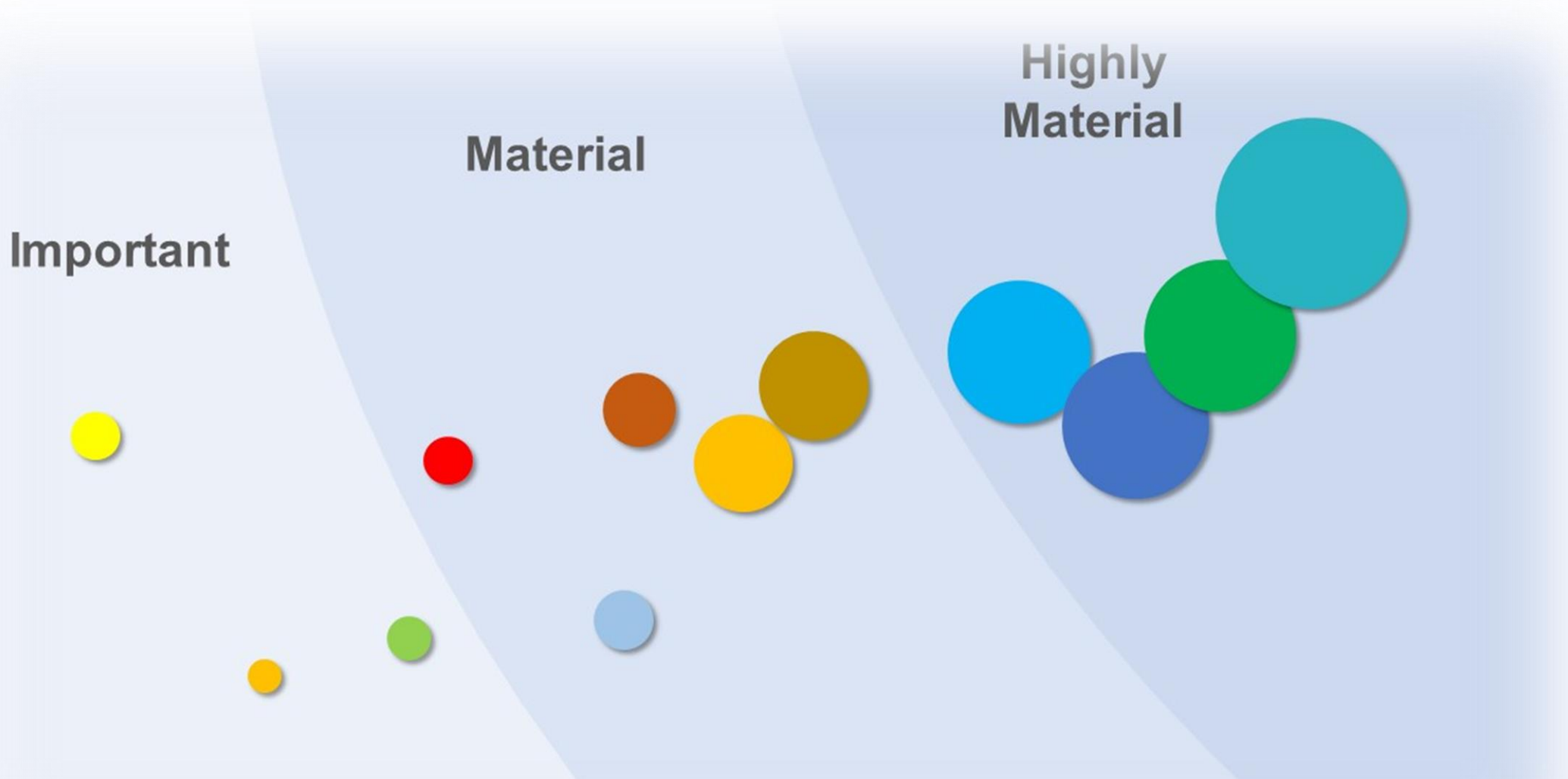
Important

Materiality Topics and Contents of the Report

Before sustainability report for E Guard was prepared, important materiality topics were needed to be identified. According to the Global Reporting Initiative (GRI) materiality topics are defined as **"those topics that have a direct or indirect impact on an organization's ability to create, preserve or erode economic, environmental and social value for itself, its stakeholders and society at large"**.

Based on this definition, a wide range of possible materiality topics were explored, and essential ones were identified based on the analysis of topics which were critical to the success and sustainability of the business as well as highly relevant to the sustainable development in general and SDGs particularly.

According to the preliminary materiality assessment, the topics which came out as of high material are:

- Business Ethics and Compliance.
- Stakeholder Engagement and Customer Satisfaction,
- Attractiveness and Equality at Work,
- Safety and Well-Being of Employees,
- Resource Efficiency and Waste Reduction, and
- Energy Consumption and Emissions.

In this report we arranged the content based on this preliminary assessment results. The content includes topics that are believed to be the most impactful to the success and sustainability of the business. To be as reflecting the most relevant topics and in line with global reporting trends as possible, inputs of our stakeholders, mainly those of our employees, will be incorporated in the future assessments.

Important Topics of Materiality

Governance
Leadership
Commitment
Ethics & Compliance
Stakeholder Engagement
Risk Management

Our People
Human Resource
Employee Engagement
Equality & Diversity
Employee Benefits

Our Contributions to SDGs

Contents of the Sustainability Report 2022

OHS
OHS at Work
OHS On-Site

Community
Internship
Community Support

Environment
Water Management
Resource Consumption
Energy Consumption
Waste Management
Pollution Control

Governance: Foundation for Business Excellence

Strong governance enables an organization to make right and ethical decisions, and helps the organization choose the right direction. Good governance is the foundation for business excellence, and at E Guard, it is embedded into all of our operations and activities.

" **We are firmly determined that our operations must be conducted with honesty, integrity, and accountability in fully compliance with applicable laws and regulations, and explicitly written and adopted Code of Conduct.**

Leadership

The top management body is composed of the MD, who also acts as a director, and three directors with clearly defined duties and responsibilities. The three directors are also members of the Board of Directors (BOD) which is policy making body and plays crucial role in making important decisions for the company.

The top management oversees, reviews, and realigns the direction, values and strategy of the company, as well as handling day-to-day governance, administration and management of operations and activities. By holding the management review meeting annually, the management performance within the previous year is reviewed, evaluated, and the management is readjusted based on the findings and recommendations of the meeting.

Commitment

Recognizing good governance as foundation for business excellence, we are firmly determined that all of our operations must be conducted with honesty, integrity and accountability in fully compliance with applicable laws and regulations, and

explicitly written and adopted Code of Conduct. This principle applies to all employees, from top management level up to the lowest level of staff. Outsourced personnel and hired workers as well are not exempted in this case. In addition to good governance, the leadership and top management are strongly committed to ensure incorporating Quality, Environment and Occupational Health and Safety (QEOHS) into the Integrated Management System (IMS) that E Guard has been practicing. Creating enabling conditions for successful implementation of IMS and continual improvement of the system's effectiveness are also committed.

In Integrated Management System (IMS) Policy, it is clearly stated that E Guard is "**committed to promote environmental sustainability concepts by introducing the best available technologies and methods, assisting environmentally friendly, socially acceptable and legally sound development projects in accordance with the implemented integrated management system.**"

To realize this commitment, the management will monitor and review its quality performance, clean and safe working environment, and activities regularly through the implementation of an effective IMS based on iso 9001-2015, iso 14001-2015 and iso 45001-2018 standards. (See also Highlight about IMS on p-23)

Ethics and Compliance

E Guard has its own ethics and compliance policies and procedures. At all levels high standards of ethical behavior and full compliance of these adopted policies are expected. The principle of being a responsible company as an integral part of E Guard is embedded in all operations. Our Disciplinary Procedure stressed upholding highest ethical standards, and Integrity, Mutual Respect and Fairness as our core values.

Commitment to implementing high ethical and practical standards in all activities is guaranteed in the Code of Business Conduct. The Code lays out adhering to laws, performing duties in accordance with the Code, and disclosing all potential and actual conflicts between personal interests and those of E Guard. Guiding principles regarding legal compliance, code of conduct in business, social and working environments, conflict of interest, monitoring and review, and whistle blowing are stated in detail.

In the Anti-Bribery and Corruption Policy 'Bribery' and 'Facilitation Payment' are defined, and it is clearly stated that any kind of bribery and facilitation payments are prohibited. This policy applies to all parties working for and on behalf of E Guard. In Controlled Substance and Alcohol Policy, prohibition regarding controlled substances and consuming alcohol at work are clearly stated.

The Use of Company Property Policy ensures proper use and maintenance of company's property such as equipment, furnishing, vehicle, building and supply. The policy also covers use and dissemination of company information, and network communications. Internet Usage Policy is adopted to ensure appropriate use of the Internet in fully compliance with existing legislation and regulations. The Policy defines principles and procedures relating to acceptable uses and inappropriate uses, internet and email etiquette, and security.

Our Commitment: E Guard's Policies and Procedures

AN OVERVIEW OF E GUARD'S RISK ASSESSMENT REVIEW PROCESS

Function of risk management is to identify unexpected risks in advance and keep the company and its stakeholders protected.

Risks Identification

The first step of E Guard's Risk Assessment Review Process is identification of hazards/risks in QMS and OHSMS, and aspects/impacts in case of EMS by evaluating weaknesses and threats of each Department.

Risk Factor

In the second step, Risk Factor is calculated from Probability (depending on likelihood and previous occurrences) and Consequence (determined by potential loss of contracts and impact on company's reputation). If the factor exceeds pre-defined threshold, mitigation measures must be devised.

Risk Severity or Impact Significance

The next step is estimation of Risk Severity or Impact Significance using the following Risk Matrix.

Severity \ Likelihood	Remote or 1	Occasional or 2	Frequent or 3
Major or 3	Medium Risk 3	High Risk 6	High Risk 9
Moderate or 2	Low Risk 2	Medium Risk 4	High Risk 6
Minor or 1	Low Risk 1	Low Risk 2	Medium Risk 3

Mitigation

Medium risk and above definitely need devising mitigation (corrective and/or preventive) measures.

Response and Monitoring

Final step is taking action and monitoring the progress for continual improvement.

Risk Management

To prevent business failures and losses caused by various unexpected risks, companies usually adopt a risk management framework (RMF). Since QMS was established in 2017, a RMF has been embedded in the management system to assure the clients the quality of E Guard's services. All Departments of E Guard have been practicing risk assessment yearly in accordance with the adopted SOP for risk assessment.

After the adoption of Integrated QEOHS Management System in 2021 the procedure was also applied to assessing and addressing environmental and OHS risks. Since then, Risk Assessment Review became mandatory, and the review was prescribed to be conducted by all Departments at least once a year.

The review process comprises of risk identification, measurement of risk factor, estimation of the level of risk severity or impact significance, and mitigation and monitoring of risks or impacts relating to quality, environment and OHS. If necessary, immediate actions must be taken by responsible person with the approval of top management. Findings of the review are presented and discussed at the management review meeting to discuss about corrective and/or preventive measures and make appropriate decisions.

RISK IDENTIFICATION → DETERMINATION OF RISK FACTOR → ASSESSMENT OF SEVERITY/SIGNIFICANCE → MITIGATION MEASURES → RESPONSE AND MONITORING → CONTINUAL IMPROVEMENT

Stakeholder Engagement

Understanding the interests and expectations of stakeholders is vital to business success, and thus, E Guard keeps engaging with its stakeholders to discuss and resolve issues and problems together. Through regular, open, and honest engagement, we aim at building firm and enduring relationship based on trust and transparency.

Primary stakeholder groups include employees, customers, regulators (mainly ECD), and relevant public and private organizations, among others. The important groups of stakeholders are employees, customers, and regulators whereas some particular groups sometimes may cause high impacts on the projects although their degree of importance is apparently low.

Interests and expectations may vary from group to group, and often, interests of one group are contradicting to those of other group or groups. Good understanding of them helps us readjust our engagement strategy, prioritize stakeholders' needs, choose appropriate engagement mechanism, and manage the company's relationship with the stakeholders.

> " **Through regular, open, and honest engagement, we aim at building firm and enduring relationship based on trust and transparency.**

Highlight

E GUARD'S STAKEHOLDER GROUPS

Understanding the interests and expectations of stakeholders is vital to business success.

Employees and People Working for E Guard

All Employees of E Guard from the lowest level up to the most senior level, interns and all people working for E Guard as external experts and scientists are included in this group of stakeholders. This group is regarded as one of the most important stakeholder groups because they are vital driving force for delivering E Guard's services, and foundation for our success as a company.

Customers

This group comprises developers and project owners who would need E Guard's services for environmental compliance. While bringing infrastructure and economic development, the projects they would implement may cause adverse impacts on physical, biological, and social environments of project areas. In some cases, the impacts would reach way beyond those areas. Being source of the company's income is not only reason why this group is important. As E Guard is a third-party consultant firm, the assessment of impacts must be unbiased, and impact prediction needs information about operation processes, resource uses, etc. provided by project owners. Their Understanding and cooperation thus are essential to the successful completion of the assessments.

Regulators and Administration Bodies

ECD, various Government Bodies relating to the projects, and GAD are included in this group. Reports submitted to ECD must go through internal review process, and finally, the review team meeting. The review team is composed of representatives from ECD and various Departments, and external experts/scientists invited by ECD. GAD, particularly at local level, is also important stakeholder whom E Guard's study teams have to inform their field operations, request for the arrangement of stakeholder meetings, and acquire secondary data about the project areas.

Other Groups

NGOs, CSOs, Interest Groups and Media who are interested in the project, and workers who are not employees such as contractors and service providers are also stakeholders of E Guard.

![eguard ENVIRONMENTAL SERVICES logo]

Highlight

ENGAGEMENT WITH MAIN STAKEHOLDERS

Continuous engagement with stakeholders is crucial to us in order to proactively resolve emerging issues together.

	Employees	Customers	Regulators
Engagement Methods	▪ Formal Meetings ▪ Interviews ▪ Informal Dialogues ▪ Grievance Mechanism ▪ Telephone, Email ▪ Suggestion Box ▪ Social Media	▪ Formal Correspondence ▪ Formal Meetings ▪ Presentations ▪ Informal Dialogues ▪ Telephone, Email	▪ Formal Correspondence ▪ Formal Meetings ▪ Presentations ▪ Informal Dialogues ▪ Telephone, Email
Issues Raised	▪ Terms of Reference ▪ Salary & Benefits ▪ Workplace & Working Conditions ▪ OHS	▪ Service Prices ▪ Report Quality ▪ Extra Costs	▪ Report Review & Comments ▪ Different Interpretation of Regulations
Our Response	▪ Open, Sincere and Transparent Discussion with Mutual Respect ▪ Fair Negotiation	▪ Open, Sincere and Transparent Discussion with Mutual Respect	▪ Open, Sincere and Transparent Discussion with Mutual Respect
Our Focus	Good Working Environment, Fair Treatment and Wages	Customer Satisfaction, Quality of Work	Compliance with Regulations, Active Cooperation

Photos from Top to Bottom: Engagement with Local Community, Meeting with Client, Meeting with Site Engineers at Project Site, and Review Team Meeting at ECD Headquarters in Nay Pyi Taw

Our Contribution to SDGs

With the declaration of the key document 'Transforming our World: The 2030 Agenda for Sustainable Development', the Sustainable Development Goals (SDGs) were adopted by the United Nations in September 2015. They are aimed at ending poverty, combating inequality and injustice, and tackling climate change issues by 2030. There are 17 SDGs and 169 targets demonstrating the scale and ambition of a new universal Agenda that is a plan of action for people, planet, prosperity, peace and partnership.

" **SDGs are aimed at ending poverty, combating inequality and injustice, and tackling climate change issues by 2030.**

Linking Our Efforts to SDGs

SDGs build on the outcomes of 'Earth Summit' in 1992, 'Millenium Summit in 2000, 'World Summit on Sustainable Development in 2002, and 'Rio+20' in 2012.

Calling urgently for action by all nations in a global partnership, SDGs recognize that ending poverty and other deprivations requires strategies that improve health and education, reduce inequality, and spur economic growth, and at the same time, tackling climate change and environmental protection.

As a responsible company E Guard is committed to take efforts towards the contribution to SDGs. Although our efforts would be directly or indirectly relevant to all 17 SDGs, we focus on six areas that we believe we have highest potentials to strive.

	SDG	E Guard's Contribution
3	GOOD HEALTH AND WELL-BEING	Healthiness and wellbeing are taken seriously at E Guard. Apart from providing safe, clean, quiet, and pleasant workplace, our people are urged to take necessary actions for healthiness and fitness. Vaccination against hepatitis B and seasonal flu and COVID-19 is arranged for the employees and their family members. For the resilience at work state-of-the-art knowledge are shared, and counselling are provided to help our people regain physical well-being, overcome mental trauma, and keep on coping with the evolving disease in the future.
4	QUALITY EDUCATION	Employees are encouraged and supported to continue graduate studies and attending diploma courses in their focus areas at higher education institutions in the country or abroad. To improve their capacity, our employees have been attending various professional training courses both on-line and in-person.
5	GENDER EQUITY	We ensure that there is no gender discrimination in the working environment, and women and men alike have equal opportunity to thrive in their career pathway. E Guard also seeks to promote gender balance at work.
11	SUSTAINABLE CITY AND COMMUNITIES	As a third-party organization, we focus on providing our services keeping in mind that the development of any business would not lead to impacts on the sustainability of local communities and natural as well as social environment. We also strive our utmost efforts to make E Guard to be a sustainable working community by practicing quality, environment and OHS management systems.
12	RESPONSIBLE CONSUMPTION AND PRODUCTION	The working nature of E Guard is to make the business owners and developers to take their responsibilities for goods and services they produce, and to preserve resources. E Guard itself adopts green purchasing policy and practices to reduce its resources and energy uses to the lowest possible level.
13	CLIMATE ACTION	Our efforts include reducing use of fossil fuels and transport emissions. Use of renewable energy is also promoted. When we provide our services, mitigation measure for air pollution to reduce GHG emissions are recommended to project proponents.

Our People

As our people are our asset, the leadership and to management take responsibilities for attracting, retaining, and promoting capable and competent employees. Through fostering creativity and innovation their capability and capacity will be taken to the next level, which will ultimately lead to the success and growth.

"

Top management embraces open-door policy to listen to voices of employees, understand their feeling, and resolve their concerns

Human Resource

The leaders of E Guard are resourceful persons with technical expertise, international exposures, and broad personal and professional networks. Initially founded with key staff, human resource of the company has been expanding over time. At present, E Guard has a total of 40 employees out of which 29 are experts holding Masters' Degree and Post-Graduate Diplomas in diverse fields of study.

Their expertise ranges from engineering, mining to natural resources management, agriculture, forestry, biology and ecology to law and social science. In addition to permanent employees, external specialists and experts also work for the company.

Employee Engagement

As we firmly believe the fact that our employees are vital driving force for delivering our services, we regard them as invaluable asset and foundation for our success as a company. We, therefore, constantly engage our people by all possible means. Top management embraces open-door policy to listen to voices of employees, understand their feeling, and resolve their concerns together.
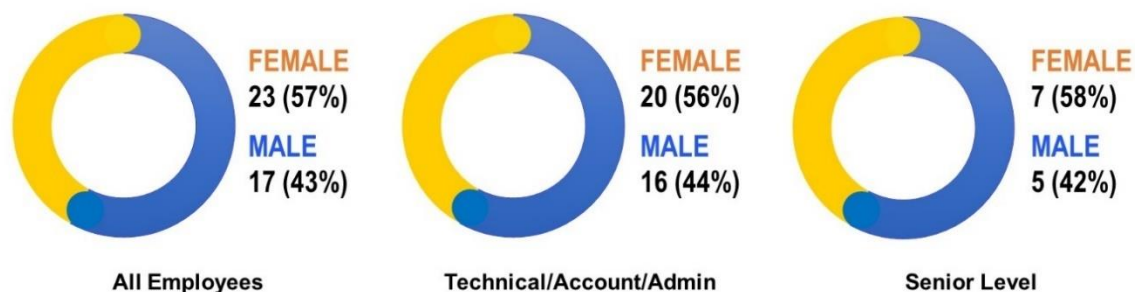
A form of engagement is meeting between top management and representatives of employees. In those meetings both sides collectively seek to work out emerging issues, problem and concerns through open and cooperative discussion and negotiation. In 2019, a Workplace Coordination Committee (WCC) with Director (Admin), Director (HR), and three representatives of employees has been formed at E Guard, and WCC meetings has been regularly held since then.

There is also a grievance procedure for the employees to resolve their issues and concerns. The procedure also helps us correct problems and issues before they become serious resulting in legal actions.

Highlight

GRIEVANCE PROCEDURE OF E GUARD

E Guard has established a grievance procedure to provide a mean for dealing promptly, fairly and confidentially with any grievance that any employee may have at the workplace. When grievances arise, the company will take actions in four steps:

- In the first step, employees can discuss about their grievance or complaints with their manager to find a solution informally.
- If the issue is not informally resolved, the employees can proceed with the second step in which the grievance is formally submitted to the manager in written form.
- The third step is grievance hearing in which the manager calls the employee to a meeting and a decision is made in written form.
- If the issue still remains unresolved, the fourth step is submitting an appeal to superior director or to the Managing Director. Normally within 24 hours, the appeal will give a decision, and the decision made at the appeal hearing meeting will be final.

Equality and Diversity

Any type of discrimination at work is not tolerated at E Guard. Discrimination against gender, race, ethnicity, religion, disability, age, etc. is regarded as unethical and bad manner. Everyone including outsourced persons and interns has their own talent, capability, views, and opinion which must be respected and valued. All of our people are entitled to be treated with dignity, respect, honesty and professional manner at work, which is more than legal compliance but following high standards of ethical behavior. At E Guard, the workplace must be free from discrimination, harassment, inequality, inappropriate or unprofessional behavior which violates the company's guiding principles of the Code of Conduct at working environment.

Proportion of Employees by Gender

All Employees	Technical/Account/Admin	Senior Level
FEMALE 23 (57%) MALE 17 (43%)	FEMALE 20 (56%) MALE 16 (44%)	FEMALE 7 (58%) MALE 5 (42%)

As the nature of work requires building multi-disciplinary teams, discrimination against educational background is also unacceptable. The guiding principles at working environment also clearly lay out that recruitment and promotion will be on the basis of the ability for the job. Basic pay and remuneration are based on qualification, competence, and performance, not depending on gender or any other characteristics. Although there remains much room for improvement, we are committed to support diversity, inclusion and fostering a sense of belonging not only at work but also at our social environment. We continue to encourage our people to accept and embrace all kinds of differences among people.

Photos: Male and Female Employees Equally Taking Part in the Activities of E Guard
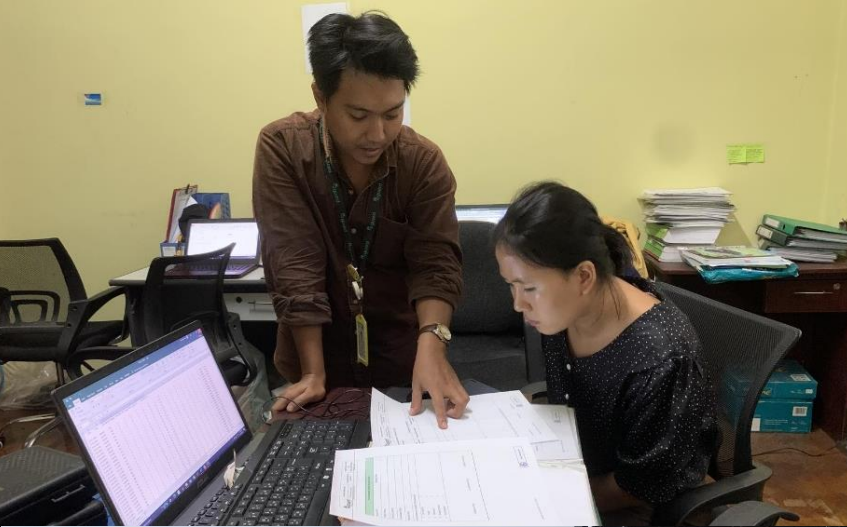
Capacity Building and Career Development

Continuous learning is vital to career development of the employees as well as growth of the companies they are working for. Acknowledging this, E Guard wants every employee to continue to learn and grow while working. We offer our people various educational and capacity building opportunities. Regarding formal education, employees are encouraged and supported to continue graduate studies and attending diploma courses in their focus areas at higher education institutions in the country or abroad.

Once they joined the company every new employee must participate in mandatory orientation in which they are acquainted with the responsibilities, function, operation and activities of each Department, and ethic, compliance and OHS at work. Starting from the orientation they continue their training and learning through working with experienced senior staff. As the nature of our job requires working in inter-disciplinary teams, employees having different backgrounds and expertise can share their experience and knowledge each other. They can also improve their teamwork skills while working, which will enhance not only their capacity but also effectiveness as well as quality of work.

When employees are awarded scholarships for graduate studies or when they attend the courses on their own, they can take leave of absence from work for their study period. E Guard also sent its employees to attend principles of environmental impact assessment, and assessment review training courses organized by Learning Center on Environmental and Social Sustainability of Asian Institute of Technology (AIT-VN) in Vietnam for strengthening their working knowledge on environmental assessment.

Employees are also sent to attend in-country training courses on Geographic Information Systems, OHS, ISO Auditing, and other environment-relating subjects. Learning on-line are another option for capacity building. Employees are encouraged to enhance their capacity through attending on-line courses and webinars in various fields of study. Their capacity is further enhanced by participating in workshops and seminars both in-person and online. All employees receive performance and career development reviews through regular performance appraisal.

Photos from Top to Bottom: A newly recruited employee learns from her senior, A Training Course held at AIT-VN, Hanoi, Vietnam, E Guard participated in a Stakeholder Engagement Workshop

Personal Health and Well-Being

Health and well-being are interrelated. Well-being is vital to maintaining a healthy life whereas healthiness is essential for human well-being. Our employees are always encouraged to lead healthy lifestyles and promote their own well-being both at work and at home. Before the outbreak of COVID-19 E Guard's employees participated in the 'Yoma Yangon International Marathon 2020'. Recently, E Guard organized a swimming training course for its employees. Swimming is an essential life skill; it not only promotes health and builds confidence, but also saves lives including our own life.

Photos: E Guard's employees participated in the Yoma Yangon International Marathon 2020, and Trainees successfully completed their swimming course.
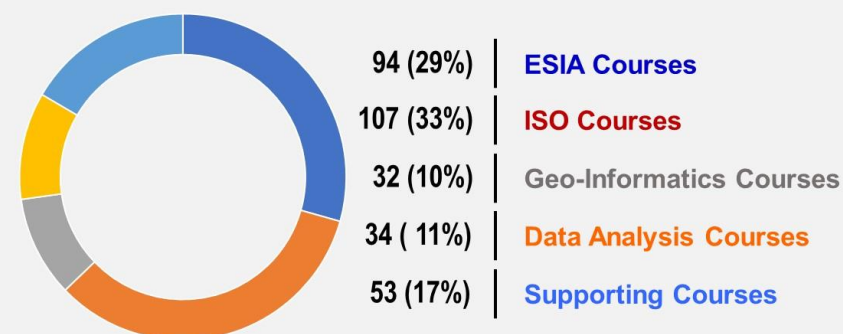

Facts and Figures

TRAINING COURSES ARRANGED BY E GUARD TO STRENGTHEN EMPLOYEES' SKILLS AND CAPACITY

Within 2016 and 2022 E Guard sent a total of 320 employees to 31 training courses which can be grouped into five broad categories. Some courses were supported by organizations such as International Finance Corporation (IFC) and International Association for Impact Assessment (IAIA).

Number of Attendees (2016-2022) by Category of Training Courses

94 (29%)	**ESIA Courses**
107 (33%)	**ISO Courses**
32 (10%)	**Geo-Informatics Courses**
34 (11%)	**Data Analysis Courses**
53 (17%)	**Supporting Courses**

Out of 320 employees, 64 (20%) attended their training courses abroad.

List of training courses the employees attended abroad (2016-2020)

Country	Title of Training Course	Attendees
Vietnam	Environmental And Social Impact Assessment (ES -01)	34
Vietnam	Principles of Environmental Impact Assessment Review	7
Vietnam	Biodiversity Impact Assessment (ES-05)	4
Vietnam	Health Impact Assessment	3
Vietnam	Involuntary Resettlement	5
Vietnam	Environmental Benefits Mapping and Analysis	2
Singapore	Breeze Air Dispersion Modelling	1
India	Aermod and Calpuff Air Dispersion Modelling Course	1
Indonesia	NASA Arset Air Quality Remote Sensing training	1
Thailand	Spatial Exchange Program, GISTDA	2
Thailand	Regional Training on Energy Cooperation in GMS	4

Health Care for Employees

Health is one of the most important premises not only for personal life but also for career of employees, and thus, healthiness and wellbeing of our people at work are always taken seriously at E Guard. We make the workplace safe, clean, quiet and pleasant, and our employees are urged to take necessary actions for possessing healthiness and fitness. As prevention is the best cure, vaccination against hepatitis B and seasonal flu and COVID-19 is arranged for the employees and their family members at the company's cost. Other medical care is provided as necessary.

Coping with COVID-19 and Building Resilience at Work

Undoutedly, COVID-19 is an enduring and evolving global challenge with its devastating impacts on economy, and human health and well-being. This will remain at least for foreseeable future and people must live with changes and uncertainty caused by the pandemic. Like other organizations and communities in Myanmar it was hard for E Guard and its people to face with waves of the pandemic, especially when it was at its peak in July 2021. The office was shut down and employees were working from home.

Despites strict preventive measures, some of our people were infected. Oxygen cylinders and concentrators, medicines and food are provided; a makeshift camp was created for quarantine. When the office was allowed to reopen, E Guard deployed more stringent regulations and measures for prevention, installed devices for detection, provided sanitary and cleaning materials, and strictly follow the instructions of the Health Department and relevant authorities. When available, vaccination of all staff was arranged. State-of-the-art knowledge and advice from health experts and psychiatrist were shared to help our people regain physical well-being, overcome mental trauma, and keep on coping with the evolving disease in the future.

Photos: COVID-19 Vaccination (Top), and One of the Precaution Measures at Office (Bottom)

Highlight

INTEGRATED MANAGEMENT SYSTEM FOR EHS COMPLIANCE

Quality Management System (QMS), Environment Management System (EMS), and Occupational Health and Safety Management System (OHSMS) along with interaction among them collectively form the Integrated Management System (IMS). To make the system fully functional, operations procedures and corresponding documentation system are established. In order to successfully practice the Integrated Management System (IMS) E Gurad adopted IMS Policy in 2021. The policy clearly states:

- Commitment to promoting environmental sustainability concepts by introducing the best available technologies and methods, and assisting environmentally friendly, socially acceptable, and legally sound development projects,
- Regular monitoring and reviewing of the management team on quality performance, clean and safe working environment and activities through the implementation of an effective IMS to realize above commitment, and
- Commitment of all workers to providing efficient and effective quality services to the customers by understanding their needs, meeting their project's goals, and fulfilling the legal requirements and environmental compliances.

Separates policies for quality, environment, and OHS were formulated and integrated within the framework of IMS policy. To implement the policy and commitment of the top management are well defined, a team dedicated to the IMS implementation is formed with clearly defined responsibilities and authorities of team members, and their interaction and communication.

For consultation and participation of staff and workers with various functions at different levels within the company, a communication mechanism is developed. Communication can be made verbally or via social media or suggestion box. Although the mechanism mainly focuses on internal communication, it also applies to relevant stakeholders such as contractors or visitors to the workplace. If necessary, outcomes are brought to (regular or ad-hoc) meetings or WCC or informal face-to-face meeting with superior person or top management. Important issues are discussed at the Management Review Meeting held annually.

The management system involves four stages. The first stage is planning in which actions for addressing risks and exploring opportunities are formulated, and objectives, targets and programs are set. Necessary supports must be ensured. In the second stage planned activities are implemented, hazards are eliminated, risks are reduced, and environmental impacts are mitigated. Management performance is evaluated in the third stage through monitoring, measurement and analysis, auditing, and reviewing the evaluation results. The final stage is taking corrective and preventive actions for continual improvement.
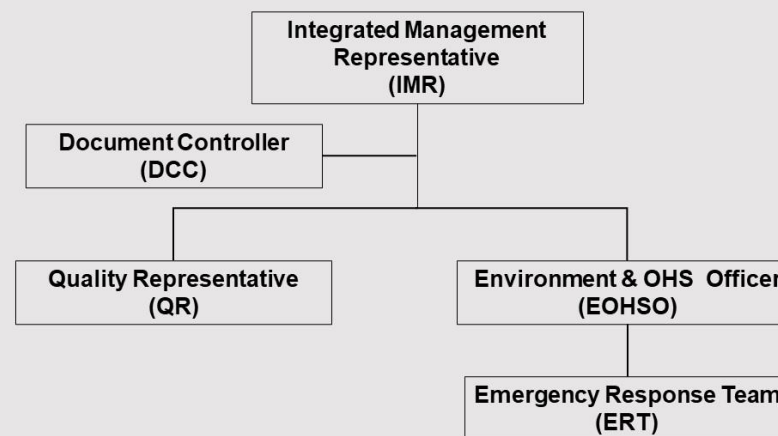
Environment

Environment is one of the three components of sustainability. Business and society go hand in hand, and so are environment and business. Business cannot be successful in a failed society. Similarly, business does not thrive if environment is not sustainable.

" **Our Mottos are:**

- **We secure the Nature,**
- **We ensure the Future,**
- **We mind the Sustainability**
- **We find the Suitability.**
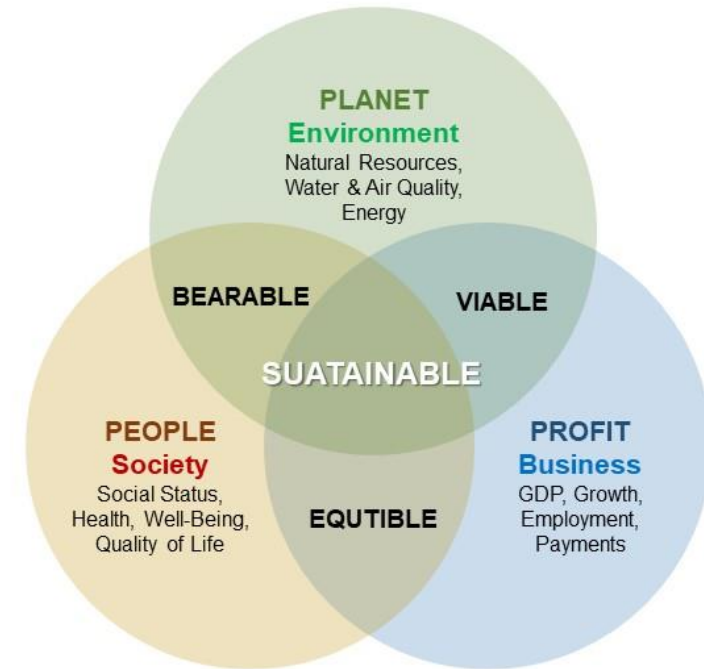
Water Management

As water becomes increasingly scarce resource, water management is an important part of our EMS. We understand water management as efficient use of water and discharging wastewater with minimum level of negative impact on surrounding environment. Proper use of water is included in our SOP for resource conservation. Monitoring of water consumption and wastewater generation is planned to be carried out regularly.

We are committed to efficient use of water and proper discharge of wastewater by:

- Regular monitoring of water consumption,
- Maintenance of water utilities and pumping system,
- Raising employees' awareness for using water efficiently and issue of water scarcity,
- Use of environmentally friendly sanitary materials and detergents, and
- Keeping our domestic wastewater as low as possible.

Although E Guard's premises is office facilities, and our operations are generally not water-intensive and issues relating to water are minimal, we are concerned with the issue of water scarcity. Whenever we conduct environmental impact assessments, special attention is paid to water consumption, pollution, and wastewater issues, especially in project sites where water availability is at a critical level. All potential water related impacts on our clients' operations are identified, and measures to mitigate as reasonably low as possible are suggested.

Resources Consumption at Work

Environmental sustainability is considered in our purchasing practice of internal supplies and equipment. At E Guard, SOP for green procurement is adopted and compliance with the SOP is mandatory. In purchasing we generally consider:

- Low energy consumption and GHG emission,
- Minimum waste generation and possibility to reuse and recycling, and
- Low content of toxic and hazardous substances.

Photo: SOP for resource consumption must be followed while printing or photocopying
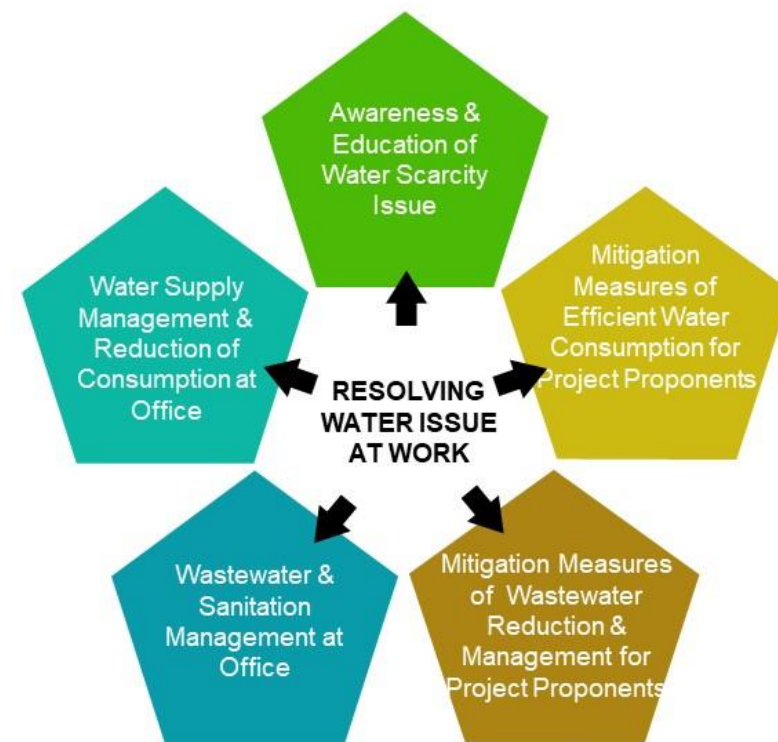
E Guard also adopts SOP for resource consumption in which provisions for office paper use, office water use, office vehicle use, office electricity use, office aircon use and office generators use are included. For reduction of paper consumption overuse and misuses are strictly prohibited, and application of good printing practices, and electronic document management system are advised to our employees. Instead of printing cover letters, use of email signatures is encouraged.

To reduce fuel consumption measures such as regular vehicle maintenance, using clean fuels, effective travel arrangements and encouraging virtual meetings instead of face-to-face ones are recommended. Regular inspection of resources consumption at work is also included in the monitoring plan. SOP for practices of using company's vehicle contains procedure, monitoring, and recording for proper use and maintenance of office vehicles.

Energy Consumption and GHG Emissions

Although our operations are not energy intensive and GHG emissions at E Guard's premises are relatively low, keeping carbon footprint at a minimum level is one of our important environmental concerns. Out of provisions of SOP for resource consumption, office vehicle use, office electricity use, office aircon use and office generators use are relating to energy consumption as well as GHG emissions whereas SOP for air emission mainly deals with reduction of GHG emissions. Regular monitoring is also adopted for energy consumption and GHG emissions.

Highlight

ENVIRONMENTAL OBJECTIVES, TARGETS AND KEY PERFORMANCE INDICATORS (KPIS)

Objectives	Target & date	KPI
To reduce **consumption of resources** such as water, energy, fuel, and materials such as paper	▪ Water & Energy Consumption – Continual Reduction (6 months) ▪ Fuel Consumption – 3% Reduction of Reference Consumption* (6 months) ▪ Paper Consumption – 10% Reduction of Reference Consumption*	▪ Water Meter Bill, Pumping Record, Electricity Meter Bill ▪ Fuel Record, Trip Record ▪ Purchasing Record, Print Record
To reduce **pollution and waste generation**	▪ Air Emission – Continual Reduction (6 months) ▪ Chemical Usage – Zero Accidence per Calibration (6 months) ▪ Electronic Waste – 100% Compliance with SOP (6 months) ▪ Domestic Waste – Continual Reduction (6 months)	▪ Material List, Maintenance Record ▪ Accident Record, Calibration Record, Cleaning Material Record ▪ E Waste Record, Waste Management Bill ▪ YCDC Bill, Waste Discharge Record

* Normal Consumption without Reduction Efforts

To keep energy consumption and GHG emissions at a minimum level, measures to be taken are:

- Using electrical appliances with low energy consumption, low GHG emissions without Global Warming Potential (GWP),
- Conducting regular maintenance,
- Switching off when unnecessary, and
- Practicing weather-adjusted use.

Waste Management

Our waste management starts with green purchasing practice in which consideration of both waste reduction after use and reuse/recycling possibilities is essential. E Guard's SOP for waste management covers aspects of both management of general waste (segregation, storage, and disposal) and control measures for specified waste generation. Items of specified waste covered by the SOP are:

- Disposable gloves from water sampling, soil sampling, instrument calibration,

- Expired/ damaged safety shoes and helmets,
- Electronic wastes from used batteries of noise and vibration measurement, weather measurement, printer cartridges, UPS, damaged extensions, power and data cables, used sim cards, damaged drones, damaged electronic utensils, etc.,
- Paper waste from over usage and misuse of papers,
- Degradable Wastes, non-degradable wastes, hazardous waste, medical wastes from office general usage such as having meals, using tissues, plastic and disposable stuffs, packaging materials, used batteries, used surgical masks, expired medicines, and
- Solid Wastes from damaged office tables and chairs.

Monitoring and Recording are also included. All employees are advised to:

- Systematically segregate, store and dispose waste,
- Carefully follow relevant SOPs and user manuals,
- Reuse the wastes as much as possible,
- Return to the suppliers and contact to Waste Management Services or Recycle Services as necessary.

Pollution Control

Office activities, transportation and emergency use of generators cause emissions and have the potential impacts on air quality. To control emissions and air pollution E Guard adopts SOP for air pollution in which provisions for procedure, monitoring and recording are included whereas SOP for water pollution provides measures to minimize or reduce water pollution impacts on surrounding environment. SOP for noise pollution also provides control measures for emergency use of generators.

Occupational Health and Safety

A top priority of us is to keep our people, both E Guard's employees and other people working on behalf of E Guard, healthy, safe, and secure at work. It is one of core values and ethical responsibilities for us as a responsible company.

" **For maintaining casualty and injury free and safe operations, however, not only the management but also each and every one is responsible.**

Policy Development

Keeping our people healthy and safe at work is one of the most important concerns and responsibilities of E Guard's management. The nature of our work involves desk studies at office as well as field visits in various situations of project sites, health and safety risks are inevitable. For maintaining casualty/ injury free and safe operations, however, not only the management but also each and every one is responsible.

E Guard places special emphasis on health and safety of its employees by introducing HSE Policy Statement since 2014, a year after the company's establishment. The Statement clearly pronounces its objectives to implement:

- Risk identification and management,
- HSE management standards,
- Provision of necessary information and training,
- Continual improvement of HSE performance,
- Compliance of employees and contractors,
- Having effective emergency plans and procedures in place,
- Reporting accidents and incidents,
- A structured auditing program,
- Consultation between management and employees, and
- Management and monitoring contractors' performance.

From the very beginning since the establishment of the company, we have been dedicated to carry out our operations and activities in an environmentally responsible and safe manner. E Guard's HSE Policy Statement covers general principles of OHS, and along with the Statement, "Stop Work" Policy was adopted. This policy empowers the employee to stop work if it is believed that there are breaches or if the work conditions cause an immediate impact on the safety of himself/herself, others, the installation or the environment. Again in 2021, a separate OHS Policy was developed reflecting relevant points of the Statement in detail, and 14 SOPs for policy implementation were also developed.

COMPONENTS OF OHS POLICY

Provision of Leadership and Resources Required for Implementation of OHS Management System	Regulatory Compliance and Meeting with Well-Accepted Practices and Standards
Fostering a Proactive OHS Culture through Awareness, Education and Supervision	Adoption and Implementation of Effective OHS Management System

Highlight

OHS OBJECTIVES, TARGETS AND KEY PERFORMANCE INDICATORS (KPIS)

Objectives	Target & date	KPI
To create a **safe and accident-free workplace** (office and site visit)	▪ To achieve zero fatality or permanent disability ▪ ≤ 1 clinical injury per year ▪ ≤ 3 non-clinical injuries per year	▪ Nos. of fatal/disability/ accidents ▪ Nos. of clinical accidents ▪ Nos. of non-clinical accidents

STEPS TO BE TAKEN BEFORE GOING ON-SITE FOR ENVIRONMENTAL QUALITY MEASUREMENTS

By taking required steps, we can reduce risks to a minimum level and avoid undesirable incidents and accidents on site.

Environmental Quality Team under Operation Department is responsible for environmental quality measurements for EIA/IEE/EMP studies and monitoring projects. As the nature of work involves mostly field operations rather than desk studies at office, the team members are often on site. Before going on site required steps to be taken are:

- Work Permit submit to EOHSO Team
- Toolbox Meeting with Site Measurement Team
- Preparation for site measurement including PPE and First Aid Kit
- Wearing Safety Boots, Helmets and Masks
- Wearing Reflection Coat when setting equipment
- Wearing Life Jacket when going water route
- Placing traffic cones and traffic tapes around the equipment
- Wearing hand gloves when taking water samples
- Washing hands with soap after taking water samples

Left:

Wearing safety boots, helmet and reflection coat when setting equipment and measuring

Right:

Additionally, wearing life jacket when going water route, and wearing hand gloves when taking water samples

OHS On-Site

One of the fundamental elements of sustainable development is health and safety. As our work involves field works under various situations of project sites, risks are inevitable, and damages, injuries or even fatalities can happen because of failure to follow adopted safety standards. With strict adhering to those standards compounded by proper training, we can keep the potential hazards and risks on site at a lowest possible level, and undesirable incidents and accidents can be avoided.

E Guard's on-site OHS starts site-level risk assessment and training prior to field operation. Preliminary works also involve various preparation such as checking first aid kits and PPE, acquiring permit-to-work, and toolbox meeting. On site employees must strictly follow SOPs for controlling and minimizing hazards and risks.

" **With strict adhering to the standards and proper training, we can keep the potential hazards and risks on site at a lowest possible level, and undesirable incidents and accidents can be avoided.**

OHS at Office

E Guard creates a workplace which is safe and comfortable for all employees at the office by providing physically and mentally secured environment. The suitable facilities such as office furnishing, lighting and air-conditioning systems are installed so that it can be assured to keep ergonomic impacts on every worker is minimal.

Apart from that, E Guard adopted standard operating procedures including SOP for Vector Control and Housekeeping, SOP for Control of Falling Objects, SOP for Working at Height, SOP for Electrical Works and more for protecting the staff from unnecessary risks and hazards. First aid kits, moreover, are placed in the visible areas of each floor at E Guard's office and a medical box is kept at admin's store to be ready for use in some minor sickness of staff.

E Guard has organized the Environmental and Occupational Health and Safety (EOHS) Committee with 6 members to enhance safety awareness of the internal stakeholders through regular provision of consultations and communication. The OHS committee members have responsibility for promoting safety matters and awareness activities through safety talk-shows, video and presentations.

The Committee has been conducting safety meetings quarterly for planning of safety programs since 2021. Therefore, every worker aware the nature of work and related accidents and how to minimize and/or prevent them cautiously. We also have the emergency respond team (ERT), meanwhile, for in case of emergencies and preparedness and ERT conducts the emergency drills twice annually.

Photos: Creating a safe and secure working environment is one of E Guard's top priorities (Top), and Employees participated in a drill for emergency preparedness (Bottom).

Monitoring, Evaluation, and Improvement

In order to track quality, environmental, health and safety performance, procedures to carry out monitoring and measurement with proper documentation are incorporated within the IMS framework. Where non-compliance or non-conformance is detected, the relevant management personnel will take the corrective and preventive actions. If customers' involvement is needed in the corrective and preventive process, the management personnel will act accordingly.

In line with our commitment to compliance, a procedure for periodical evaluation of compliance with legal and other requirements is established. The IMR is responsible to ensure the evaluation is conducted and report the results in Management Review Meeting. The Review includes assessing opportunities for improvement, and the need for changes to the management systems.

Highlight

MONITORING WITHIN THE IMS FRAMEWORK

Item	Responsibility	Frequency
Register of Environmental Aspects	IMR	Annually or as required
List of Legal & Other Requirements	IMR	Every 6 months
Legal Compliance	IMR, Departmental Manager	Monthly
Water Consumption	Departmental manager	Quarterly
Electricity Consumption	Departmental manager	Monthly
Fuel Consumption	Departmental manager	Twice a year or as required
Paper Consumption	Departmental manager	Monthly
Indoor Air Quality	EHS/ EOHS Officer	Twice a year
Lighting Monitoring	OHS Officer	Three times per year
Domestic wastewater quality	EHS/ EOHS Officer	Twice a year
Waste Management	Departmental manager	Annually
Emergency Preparedness & Response	IMR/ERT	As per schedule

Photos: Auditing On-Site (Top), and Monitoring of a Bridge Construction Project (Bottom)

Community Support

The internship program is a good opportunity for E Guard to engage with students and fresh graduates who are thinking about jumping into the environment-related working community. Every year young people from different communities joined the program. It is not as visible as the internship program though; E Guard also provides an indirect support to the local communities. We always take efforts to incorporate the insights gained from the engagements with the local communities into our impact assessment process.

" **We carefully listen to voices, feeling and concerns of local communities, which can help us understand their perceptions of the project and impacts of the project on them and their livelihoods, and vital issues within the local contexts.**

Internship

Every year, E Guard offers an internship program to students and young graduates from different communities as an opportunity to experience real-world EIA process and other environmental services. From 2016 to date 29 undergraduate students form Technical Universities and Yangon University of Economics, and 6 graduate students including master's students at foreign universities such as Curtin University, Australia and University of Illinois, USA joined the program.

The duration of the internship is four months. When an applicant is selected as an intern, the orientation is introduced to him/her first. Then the intern is assigned to work usually under the supervision of a senior staff. There the interns can connect their existing theoretical knowledge to practical experiences and learn how the real-world issues are, and how experienced seniors find the ways to solve them. They can also strengthen their communication and teamwork skills during the internship period.

Gradually, it is expected that the interns will realize what their real inspirations are and where their capabilities fit in. Eventually at the completion of the internship, they are expected to be ready to build a real-world career in the future.

Indirect Community Support through the Projects

By nature, our work does not directly involve the local communities. However, we take every opportunity to engage local communities living nearby villages of the project sites, and support indirectly through the environmental and social impact assessment process. At the community engagements we carefully listen to voices, feeling and concerns of local communities, which can help us understand their perceptions of the project and impacts of the project on them and their livelihoods, and vital issues within the local contexts. These insights are invaluable inputs for identification and evaluation of project's impacts on social environment, devising mitigation measures, and formulating environmental management and monitoring plans.


Photos: Function of Environmental Quality Team was introduced to the interns of 2022 (Top), and Socio-economic surveys aim to gain insights into the lives and livelihoods of local communities (Bottom)

About This Report

This is the first sustainability report of E Guard Environmental Services Co. Ltd. aiming at informing our efforts to embed the principles of sustainability and achieving SDGs in our operation along with who we are and what we are doing. We regard the reporting as a forward-looking initiative demonstrating E Guard as a responsible company.

> " The contents of the report include topics that are believed to be the most impactful to the success and sustainability of the business.
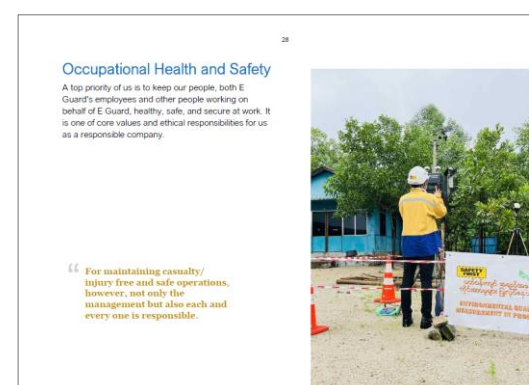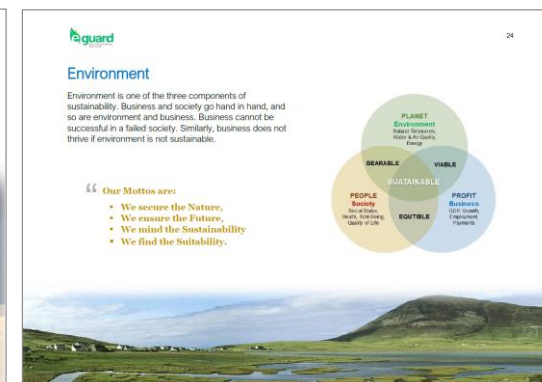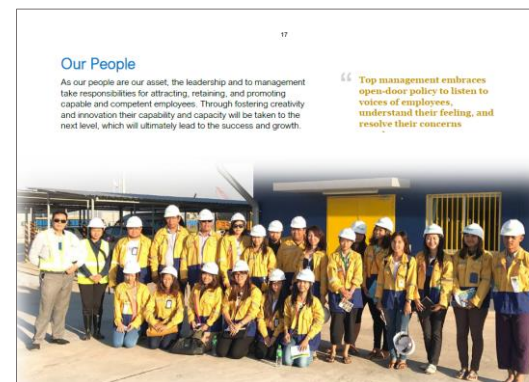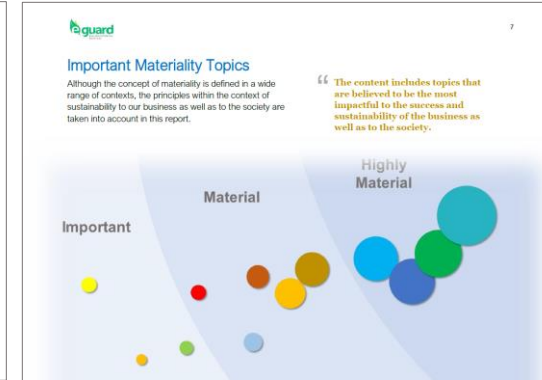
Boundary and Scope

The scope of this report covers the premises E Guard Environmental Services Co. Ltd., its operations in project areas, and works of other people on behalf of the company. Although reporting period is mainly the years 2021 and 2022 up to June, it also reflects our past efforts and experiences. The report is intended to be updated occasionally.

Content Principles for Report Preparation

The contents include topics that are believed to be the most impactful to the success and sustainability of the business. The requirements of Global Reporting Initiatives (GRI) Standards 2021 and 2016 were also considered in the preparation of this Sustainability Report.

If applicable, the disclosures were cross-referenced with the ten United Nations Global Compact (UNGC) Principles and relevancy to the UN 2030 SDGs in the GRI Table of Contents.

Restatements

To make the content of this report comparable over time, some relevant information will be updated and restated in forthcoming reports as necessary.

GRI Table of Contents

STATEMENT OF USE	E Guard Environmental Services Company Limited has reported the information cited in this GRI content index for the period mainly from January 2021 to June 2022 with reference to the GRI Standards. The report also reflects the company's past efforts and experiences.
GRI 1: FOUNDATION	GRI 1: Foundation 2021

DISCLOSURE	LOCATION	PAGE	Connection to UNGC Principles & SDGs
GRI 2: GENERAL DISCLOSURES 2021			
2-1 Organizational details	About Us – Organization	2	
2-2 Entities included in the organization's sustainability reporting	About Us, About This Report – Boundary and Scope	2, 35	
2-3 Reporting period, frequency and contact point	January 2021 – June 2022, to be updated occasionally, infor@eguardservices.com	35	
2-4 Restatements of information	About This Report - Restatements	35	
2-6 Activities, value chain and other business relationships	Available at: http://www.eguardservices.com/our-services		
2-7 Employees	E Guard's Stakeholder Groups, Our People – Human Resource	13, 18	
2-8 Workers who are not employees	E Guard's Main Stakeholder Groups	13	
2-9 Governance structure and composition	Organization, Governance: Foundation for Business Excellent – Leadership	2, 10	
2-11 Chair of the highest governance body	Organization, Governance: Foundation for Business Excellent – Leadership	2, 10	
2-12 Role of the highest governance body in overseeing the management of impacts	Governance: Foundation for Business Excellent – Leadership	10	
2-13 Delegation of responsibility for managing impacts	Integrated Management System for EHS Compliance	23	
2-14 Role of the highest governance body in sustainability reporting	Governance: Foundation for Business Excellent – Leadership	10	
2-15 Conflicts of interest	Governance: Foundation for Business Excellent – Ethics and Compliance	11	
2-16 Communication of critical concerns	Our People – Employee Engagement, Integrated Management System for EHS Compliance	18, 23	
2-17 Collective knowledge of the highest governance body	Board of Directors, Governance: Foundation for Business Excellent – Leadership	iv, 10	
2-19 Remuneration policies	Our People – Equality and Diversity	19	
2-22 Statement on sustainable development strategy	Message from the MD, Letter from the Board of Directors	i, ii	

2-23 Policy commitments	Governance: Foundation for Business Excellent – Commitment	10	
2-24 Embedding policy commitments	Vision and Missions, Governance: Foundation for Business Excellent – Commitment	2, 10	
2-25 Processes to remediate negative impacts	Risk Management, An Overview of E Guard's Risk Assessment Review Process	12	
2-26 Mechanisms for seeking advice and raising concerns	Our People – Employee Engagement, Integrated Management System for EHS Compliance	18, 23	
2-27 Compliance with laws and regulations	Governance: Foundation for Business Excellent – Commitment, Ethics and Compliance	10, 11	
2-28 Membership associations	About Us – E Guard at a Glance	1	
2-29 Approach to stakeholder engagement	Governance: Foundation for Business Excellent – Stakeholder Engagement	13	
2-30 Collective bargaining agreements	Governance: Foundation for Business Excellent – Stakeholder Engagement, Our People – Employee Engagement, Integrated Management System for EHS Compliance	13, 18, 23	Principle 3 SDG 8
GRI 3: MATERIAL TOPICS 2021			
3-1 Process to determine material topics	Important Materiality Topics – Materiality Topics and Contents of the Report	8	
3-2 List of material topics	Important Materiality Topics – Materiality Topics and Contents of the Report	8	
GRI 201: ECONOMIC PERFORMANCE 2016			
201-4 Financial assistance received from government	Financial assistance from government is not received.		
GRI 205: ANTI-CORRUPTION 2016			
205-2 Communication and training about anti-corruption policies and procedures	Governance: Foundation for Business Excellent – Ethics and Compliance	11	Principle 10 SDG 16
GRI 302: ENERGY 2016			
302-4 Reduction of energy consumption	Environment – Energy Consumption and GHG Emissions, Environmental Objectives, Targets and Key Performance Indicators (KPIS)	26	Principle 8, 9 SDG 7, 8,12, 13
GRI 303: WATER AND EFFLUENTS 2018			
303-2 Management of water discharge-related impacts	Environment – Water Management, Environmental Objectives, Targets and Key Performance Indicators (KPIS)	25, 26	Principle 8 SDG 6
303-4 Water discharge	Environment – Water Management, Environmental Objectives, Targets and Key Performance Indicators (KPIS)	25, 26	Principle 8 SDG 6

303-5 Water consumption	Environment – Water Management, Environmental Objectives, Targets and Key Performance Indicators (KPIS)	25, 26	Principle 8 SDG 6
GRI 305: EMISSIONS 2016			
305-5 Reduction of GHG emissions	Environment – Energy Consumption and GHG Emissions, Environmental Objectives, Targets and Key Performance Indicators (KPIS), Pollution Control	26, 27	Principle 8, 9 SDG 13, 14, 15
GRI 306: WASTE 2020			
306-1 Waste generation and significant waste-related impacts	Environmental Objectives, Targets and Key Performance Indicators (KPIS), Environment – Waste Management	26, 27	Principle 8 SDG 3, 6, 12
306-2 Management of significant waste-related impacts	Environmental Objectives, Targets and Key Performance Indicators (KPIS), Environment – Waste Management	26, 27	Principle 8 SDG 3, 6, 12
306-3 Waste generated	Environmental Objectives, Targets and Key Performance Indicators (KPIS), Environment – Waste Management	26, 27	Principle 8 SDG 3, 6, 12
306-4 Waste diverted from disposal	Environmental Objectives, Targets and Key Performance Indicators (KPIS), Environment – Waste Management	26, 27	Principle 8 SDG 3, 6, 12
306-5 Waste directed to disposal	Environmental Objectives, Targets and Key Performance Indicators (KPIS), Environment – Waste Management	26, 27	Principle 8 SDG 3, 6, 12
GRI 403: OCCUPATIONAL HEALTH AND SAFETY 2018			
403-1 Occupational health and safety management system	Integrated Management System for EHS Compliance Occupational Health and Safety – Policy Development	23, 29	SDG 8
403-2 Hazard identification, risk assessment, and incident investigation	Risk Management, An Overview of E Guard's Risk Assessment Review Process	12	SDG 8
403-3 Occupational health services	Our People – Health Care for Employees, Coping with COVID-19 and Building Resilience at Work	22	SDG 8
403-4 Worker participation, consultation, and communication on occupational health and safety	Integrated Management System for EHS Compliance, Occupational Health and Safety – OHS at Work	23, 30	SDG 8, 16
403-5 Worker training on occupational health and safety	Occupational Health and Safety – OHS at Work	30	SDG 8
403-6 Promotion of worker health	Our People – Health Care for Employees, Coping with COVID-19 and Building Resilience at Work	22	SDG 3
403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Occupational Health and Safety – OHS at Work	30	
403-8 Workers covered by an occupational health and safety management system	Integrated Management System for EHS Compliance, Occupational Health and Safety – Policy Development	23, 29	
403-9 Work-related injuries	Occupational Health and Safety – OHS at Work	30	SDG 3, 8, 16
403-10 Work-related ill health	Occupational Health and Safety – OHS at Work	30	SDG 3, 8, 16

GRI 404: TRAINING AND EDUCATION 2016			
404-2 Programs for upgrading employee skills and transition assistance programs	Our People – Capacity Building and Career Development	20	SDG 8
404-3 Percentage of employees receiving regular performance and career development reviews	Our People – Capacity Building and Career Development	20	Principle 6 SDG 5, 8, 10
GRI 405: DIVERSITY AND EQUAL OPPORTUNITY 2016			
405-1 Diversity of governance bodies and employees	Our People – Equality and Diversity	19	Principle 6 SDG 5, 8
405-2 Ratio of basic salary and remuneration of women to men	Our People – Equality and Diversity	19	Principle 6 SDG 5, 8, 10
GRI 413: LOCAL COMMUNITIES 2016			
413-1 Operations with local community engagement, impact assessments, and development programs	Community Support – Indirect Community Support through the Projects	33	Principle 1

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