



# ENERGY USAGE POLICY

## 1. Purpose

This SOP aims to establish clear procedures for efficient energy use across GRG Polydynamic's operations to minimize energy wastage, reduce carbon emissions, and promote sustainable practices in line with the organization's Environmental and Energy Management Policy.

## 2. Scope

This procedure applies to all office premises, plants, laboratories, and project sites under GRG Polydynamic. It includes all employees, contractors, and vendors operating within company premises and all energy-consuming equipment and systems including lighting, HVAC, computers, production equipment, and vehicles.

## 3. Objectives

- Optimize energy consumption and efficiency across all operations.
- Promote the use of renewable and clean energy sources.
- Monitor and report energy performance indicators.
- Ensure employee awareness and participation in energy conservation initiatives.

## 4. Responsibility

EHS / Facilities Team – Implement and monitor energy conservation measures, maintain records, and conduct audits.

Operations Head – Ensure compliance and integrate energy-saving measures.

Procurement – Source energy-efficient equipment (BEE 4-star rating or higher).

HR Department – Conduct employee training and awareness programs.

All Employees – Follow energy-saving practices and report leaks or wastage.

## 5. Procedure

Energy Usage Planning:

- Conduct annual energy audits.
- Set measurable energy efficiency targets.
- Document an Energy Management Plan.

Energy Monitoring:

- Track electricity through sub-meters.
- Maintain Energy Consumption Logs monthly.
- Compare with targets and analyze deviations.

Energy Conservation:

- Use LED lighting, motion sensors.
- Maintain HVAC at 24°C ±1°C.
- Operate heavy equipment during non-peak hours.
- Enable power-saving mode on IT devices.

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- Maintain vehicles and promote EV usage.

### Renewable Energy Use:

- Evaluate solar panel installation.
- Track renewable energy percentage.

### Awareness:

- Conduct quarterly energy sessions.
- Display posters and reward best teams.

### Records:

- Maintain energy reports, audits, and logs for 3 years.

### Internal Audit:

- Conduct biannual audits.
- Submit reports and corrective actions.

## 6. Performance Indicators

- Total Energy Consumption (kWh/month):  $\leq$  Baseline – 5%/year.
- Energy Efficiency Index (kWh/sq.meter): Continuous improvement.
- Renewable Energy Share (%): Minimum 10% renewable.
- Employee Training Participation: 100% annually.

## 7. Non-Conformance

Any deviation from energy standards must be reported to EHS. Corrective actions to be initiated within 15 days. Repeated issues require root cause analysis.

## 8. References

- Energy Conservation Act, 2001 (India)
- Bureau of Energy Efficiency (BEE) Guidelines
- ISO 50001:2018 – Energy Management Systems
- GRG Environmental and Sustainability Policy

## 9. Review and Approval

This SOP shall be reviewed annually or as required by process or law changes.

Approved By:

GRG/HR/P/24

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