

SIME DARBY PROPERTY BERHAD				Property Division Guidelines Departmental			
Document No	DIV/CSU/G01	Water Management Guidelines (Consumption)	Revision No	0	Effective Date	17 August 2020	Page 1 of 4
<p><b>SIME DARBY PROPERTY BERHAD</b> <b>WATER MANAGEMENT GUIDELINES (CONSUMPTION)</b> By Corporate Sustainability, GMD's Office, Sime Darby Property Berhad</p> <p><b>1.0 PURPOSE</b></p> <p>The aim is to provide guideline in establishing, measuring and monitoring both water usage and quality across Sime Darby Property, thus promoting water conservation</p> <p><b>2.0 SCOPE</b></p> <p>All Sime Darby Property sites, facilities and functions</p> <p><b>3.0 PRINCIPLE</b></p> <p>To reduce usage of water. The hierarchy for water management within Sime Darby Property shall be as following:</p> <ol style="list-style-type: none"><li>1. Prevention : Find a way to eliminate unnecessary water use or waste.</li><li>2. Reduction : Reducing amount of water used via operational efficiency.</li><li>3. Reuse : Reuse non-portable water for suitable purpose(s).</li></ol> <p><b>4.0 WATER REPORTING</b></p> <p><b>4.1 ESTABLISHING</b></p> <p>Identify water sources at area, equipment used, the purpose of water usage and way to obtain its measurement. Categorize into 2 categories:</p> <ol style="list-style-type: none"><li>1. Portable Water: Water that come out via pipe, treated and metered.</li><li>2. Non-Portable Water: Water that may not be treated but may still be used for many other purposes, depending on its quality.</li></ol> <p>Note from FY2020 data will be subject to <u>3<sup>rd</sup> Party Assurance Audit. Hence proper reporting, bills and supporting documents are required for all data and to be kept for up to five (5) years.</u></p> <p>All Operating Units (OUs) – Property Development (PD), Asset Management (AM), Hospitality &amp; Leisure (H&amp;L) and Contractor need to appoint a Person-In-Charge (PIC). PIC responsible for:</p> <p><u>Property Development PIC</u></p> <ol style="list-style-type: none"><li>1. Monitor and record water consumption with evidence at OUs monthly</li><li>2. Report and analyze water consumption at OUs monthly</li><li>3. Identify water reduction target</li><li>4. Identify and communicate initiative to meet water reduction target</li><li>5. Ensure met the target of water consumption</li></ol>							
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<p>6. Compile all Water Template from Contractor PIC, and submit the <b>Water Template</b> attachment quarterly to Corporate Sustainability (convert into m3 unit, as per in Water Template)</p> <p>7. To answer any queries from Corporate Sustainability with regards to water submission</p> <p>8. To attend to any audit / assessment from Corporate Sustainability with regards to water usage</p> <p><u>AM and H&amp;L PIC</u></p> <p>1. Monitor and record water consumption with evidence at OUs monthly</p> <p>2. Report and analyze water consumption at OUs monthly</p> <p>3. Identify water reduction target</p> <p>4. Identify and communicate initiative to meet water reduction target</p> <p>5. Ensure met the target of water consumption</p> <p>6. Submit the <b>Water Template</b> attachment quarterly to Corporate Sustainability (convert into m3 unit, as per in Water Template)</p> <p>7. To answer any queries from Corporate Sustainability with regards to water submission</p> <p>8. To attend to any audit / assessment from Corporate Sustainability with regards to water usage</p> <p><u>Contractor PIC</u></p> <p>1. Monitor and record water consumption with evidence at site monthly</p> <p>2. Report and analyze water consumption at site monthly</p> <p>3. Identify water reduction target</p> <p>4. Identify and communicate initiative to meet water reduction target</p> <p>5. Ensure met the target of water consumption</p> <p>6. Submit the <b>Water Template</b> attachment monthly/quarterly (Subject to PD PIC requirement) to PD PIC (Ensure to convert into m3 unit, as per in Water Template)</p> <p>7. To answer any queries from PD PIC and Corporate Sustainability with regards to water submission</p> <p>8. To attend to any audit / assessment from PD PIC and Corporate Sustainability with regards to water usage</p> <p>Water handling equipment (e.g., Pumps, pipe, faucet, etc.) used in all OUs and sites need to keep its spec. For OUs and sites undergo planning or renovation that will involve purchasing of water handling equipment (e.g., Pumps, pipe, faucet, etc.), the following item need to be considered:</p> <p>1. Equipment to have water saving fittings</p> <p>2. To have suitable volume and flow rate for the purpose of usage</p> <p>Suitable target for water reduction needs to be set. Target can be set based on baseline after 3 months of water consumption. Analyze the water consumption, average there 3 months reading to get the baseline. Then, set percentage of target to be set every month onwards (e.g., 3% reduction from baseline consumption of 1,000 m3).</p> <p>In order to meet the target, specific action plan/initiative can be created. Refer to <b>Water Initiatives</b> section for more detail.</p>							
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<p><b>4.2 MEASURING</b></p> <p>There are few ways of measuring of water consumption:</p> <p><b><u>Portable Water</u></b></p> <ol style="list-style-type: none"> <li>1. Water bills: Use consumption stated in water bills at site</li> <li>2. Manual meter reading: Record the meter reading (Photograph or logbook). To obtain the month reading; End of this month reading – End of last month reading (e.g., 31 March Reading – 29 February Reading)</li> </ol> <p><b><u>Non-Portable Water</u></b></p> <ol style="list-style-type: none"> <li>3. Manual meter reading: Install the meter and record the meter reading (Photograph or logbook). To obtain the month reading; End of this month reading – End of last month reading (e.g., 31 March Reading – 29 February Reading)</li> <li>4. Estimation via equipment spec and time usage: How many hours per month for water pump usage? (e.g., Pump spec flow rate is 5m<sup>3</sup>/hour. Usage recorded per day is 30 minutes, and for 20 days per month. Hence per month estimation is 5m<sup>3</sup>/hour x 0.5 hours x 20 days = 50m<sup>3</sup>)</li> </ol> <p>Note that the recommended measurement will be via Water bills or Manual meter reading. It is advisable to install water meter at area with no bills. It will provide more accurate water consumption reading. Estimation based on equipment spec and timing will only be performed if meter could not be installed due to unsuitable piping.</p> <p><b>4.3 MONITORING</b></p> <ul style="list-style-type: none"> <li>• Monitor and track water usage on monthly basis.</li> <li>• All water bills need to be filed accordingly with the report and kept for 5 years. Any issues on water bills need to be raised up to Water Municipal and record the communication into the filing.</li> <li>• Water meter need to be in good condition all time. Any issues on water meter need to be highlighted and repaired immediately. Record into filing all the damage or repairing of water meter. Similarly, pipe leakages need to be highlighted, repaired and recorded.</li> <li>• Note that all estimation needs to be recorded. (e.g., Create a logbook to record time of water usage). The record needs to be filed together with the product spec of equipment.</li> <li>• As for units, reporting into the Water Template to Corporate Sustainability requires the measuring unit to be in m<sup>3</sup>. Any different unit need to be converted first to m<sup>3</sup>. Refer to <b>Water Template 2020</b> attachment for template review</li> <li>• Analysis of water consumption need to be done by PIC quarterly. This will help to identify water consumption trend. Any increasing trend can be highlighted to the team, so that the cautious step can be taken. Reducing trend can be highlighted to appreciate the effort of the team.</li> </ul>							
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### 5.0 DETAILS ON WATER INITIATIVES AND WATER QUALITY

#### 5.1 WATER INTIATIVES

The following water conservation initiative can be considered at area:

1. Reducing frequency of cleaning, or volume of water used each time
2. Eliminate or combine processes that uses water
3. Process changes that require less water
4. Rainwater Harvesting at area (collection of rainwater)
5. Maximize usage of non-portable water for suitable processes.
6. Installation of water saving fittings
7. Conduct periodic water pipe checking to identify and prevent any leakage
8. Conduct awareness campaign on water conservation to staffs

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