



**Micro 2000 Social Responsibility  
Policies**

Micro 2000 understands that an organisation's progression is not determined solely by its business success but also by the positive role that it plays in community engagement and towards environmental sustainability.

### **1) Protecting and conserving the environment**

Being responsible corporate citizens, we make it a point to engage in sustainable business practices that reduce wastage of resources, energy and minimize our carbon footprint that will help in protecting and conserving the environment.

We have in place a series of corporate social responsibility (CSR) initiatives to achieve this, inclusive but not limited to the following list:

- Switching off cubicle lights (if applicable) before leaving for lunch or appointment.
- Turning off all electrical devices, appliances or equipment when they are not in use – especially at the end of the working day (e.g. laptops, desktops, photocopier, shredding machine).
- Checking that all pantry's appliances (e.g. water boiler) are switched off (apply to the last person to leave the office).
- Printing only when necessary.
- Reduce paper wastage and help in saving energy required to run the printer.
- Photocopy and print in double-sided format.
- Making use of recycled paper placed at the recycling box.
- Reuse one-sided printed papers and turning them into note-pads.

Frequent email reminders are broadcasted to all on the need to save energy to protect and conserve the environment. Random checks are conducted every now and then to ensure that all employees play their part in making a tangible difference to the environment.

Micro 2000 is also conscientious in cultivating work-life balance, as we understand that happy, satisfied employees with a fulfilling life outside will lead to higher workplace productivity. As such, our air conditioner systems are set to be automatically switched off at the end of the working day, serving as a reminder to our staff that it is time to spend time with their families/ loved ones back home. This is in line with our CSR initiatives (air conditioner systems are deemed to be one of the most energy consuming appliances).

## **2) Gearing up our future generations for the work place**

Micro 2000 takes in tertiary students from institutes of technical education, polytechnics and local universities as interns to improve their skill sets (soft and technical) and to better prepare them for their working life.

Under our guidance and support, Micro 2000 can help nurture these younger generations to realize their full potential and perhaps even their calling in life. Some of these interns enjoy working with us so much that they move on to become our staff.

## **3) Supportive employer of National Service**

Micro 2000 is a supportive employer of National Service. As with all organisations, Micro 2000 naturally faces challenges when employees take time off to fulfill their National Service obligations. However as an employer, we understand that Singapore needs the commitment of our NSmen and acknowledged their efforts and contributions towards national defense.

Upon receipt of the activation notice, the employee concerned simply need to inform the Human Resource (HR) department and the HR will work with the NSmen and their colleagues to see to the redistribution of workload. The departmental heads and colleagues are always understanding and willing to accommodate the temporary arrangement to take on additional duties.