

# WATER CONSERVATION GUIDELINES



## HEAD OFFICE & BRANCHES OF DIGAMBER CAPFIN LIMITED (DCL)



**Applies to:**  
Employees, Housekeeping Staff,  
Vendors, Visitors



**Locations:** Head Office (HO)  
and All Branches



### 1. OBJECTIVE

This document sets out the Company's approach to promoting responsible water usage across all DCL offices including Head Office (HO), with a focus on disciplined employee behaviour, reduction of water wastage, and alignment with sustainable workplace practices.

### 2. KEY PRINCIPLES



Use Water  
Judiciously  
(Only as  
Required)



Avoid  
Continuous  
Flow and  
Leakage



Promote  
Conservation  
through  
Behavioural  
Discipline



Ensure  
Timely  
Reporting of  
Issues



Individual  
Responsibility  
with Collective  
Impact



### 3. RESPONSIBILITY & ACCOUNTABILITY

All employees, departments, and associated personnel of Digamber Capfin Limited are individually and collectively responsible for:

- ✓ Practicing water conservation in daily activities
- ✓ Ensuring proper usage and avoiding wastage
- ✓ Reporting leakages or inefficiencies promptly
- ✓ Supporting the Company's sustainability and ESG objectives



### DO'S (RECOMMENDED PRACTICES)

- Turn off taps properly after every use to prevent leakage
- Use only the required amount of water while washing hands or utensils
- Prefer short-duration handwashing and avoid excessive water flow
- Immediately report leaking taps, pipelines, or faulty flush systems to Admin/Facility team/plumber (for branch)
- Take only required quantity of drinking water and avoid wastage
- Refill bottles instead of using fresh disposable water
- Use minimal water for cleaning utensils, avoid unnecessary rinsing
- Ensure taps are closed after use
- Encourage others to follow water-saving habits
- Use half-flush where available
- Reuse leftover clean water (e.g., for plants or cleaning purposes) wherever feasible
- Avoid using full pressure unnecessarily
- Ensure taps are fully closed after use, especially in common areas
- Encourage colleagues to adopt water-saving practices



### DON'TS (PRACTICES TO AVOID)

- Do not leave taps running unnecessarily or unattended
- Avoid excessive flushing
- Do not discard unused drinking water
- Do not wash utensils under continuous running water
- Do not ignore leakages or dripping taps or plumbing issues
- Avoid careless or negligent water usages in any form



### 4. COMPLIANCE & MONITORING FRAMEWORK



#### a. PERIODIC MONITORING

- Regular inspection of washrooms, pantry, and water usage areas
- Identification of leakages and inefficiencies



#### b. ISSUE REPORTING

- Immediate escalation of:
- Leakages
  - Faulty plumbing
  - Excessive water usage



#### c. INTERNAL CONTROLS

Inclusion in:

- ESG monitoring
- Internal audits and inspections

Documentation for audit readiness and compliance tracking



## WATER CONSERVATION IS A SHARED RESPONSIBILITY.

Small, mindful actions by individuals collectively contribute to a sustainable, compliant, and efficient workplace environment.

This guideline forms an integral part of the Company's ESG framework and supports its commitment towards responsible resource utilization and environmental sustainability.