

# ELECTRICITY CONSERVATION GUIDELINES

HEAD OFFICE & BRANCHES OF DIGAMBER CAPFIN LIMITED (DCL)

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

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



SAVE ENERGY  
SAVE COST  
SAVE ENVIRONMENT

## 1. OBJECTIVE

To reduce electricity consumption through disciplined employee behaviour, ensure efficient use of electrical equipment, support sustainable workplace practices, and enable compliance and audit readiness.

## 2. KEY PRINCIPLES



Switch Off  
When  
Not in Use



Optimize  
Usage, Not  
Eliminate



Prefer  
Energy-Efficient  
Practices



Avoid Idle &  
Standby  
Consumption



Individual  
Responsibility,  
Collective Impact



## 3. RESPONSIBILITY & ACCOUNTABILITY

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

- ✓ Practicing energy-saving habits in daily operations
- ✓ Avoiding unnecessary consumption and wastage
- ✓ Ensuring efficient usage of electrical equipment
- ✓ Reporting issues related to electrical inefficiencies



## DO'S (RECOMMENDED PRACTICES)

- Maximize use of natural daylight by opening blinds/curtains wherever feasible
- Switch off lights, fans, ACs, and other electrical equipment when not in use
- Use only required lighting; avoid full illumination in partially occupied areas
- Turn off monitors and peripherals during breaks exceeding 10–15 minutes
- Shut down computers and other devices at the end of the day; avoid leaving them on sleep mode overnight
- Enable power-saving settings on all systems and devices
- Maintain air conditioner temperature between 24°C to 26°C for optimal efficiency
- Ensure doors and windows remain closed while AC is in operation
- Switch off ACs in unoccupied rooms or areas
- Prefer stairs over elevators for short distances (where feasible)
- Report electrical issues such as flickering lights, overheating devices, or faulty equipment immediately
- Turn off projectors, lights, and ACs immediately after meetings or use
- Prefer laptops over desktops where possible, as they consume significantly less energy
- Use shared printers instead of individual printers to reduce energy consumption
- Ensure AC filters are cleaned and maintained regularly (through Admin/Facility team)
- Ensure laptops and mobile devices are unplugged once fully charged
- Use energy-efficient devices (e.g., LED lights) wherever replacement or choice is possible
- Use timers or auto-off settings for devices like projectors and screens where available
- Ensure meeting rooms are booked based on actual requirement to avoid unnecessary energy usage
- Promote a "last person out" practice—ensure all lights, ACs, and devices are switched off before leaving



## DON'TS (PRACTICES TO AVOID)

- Do not keep lights, fans, or ACs ON in unoccupied areas
- Do not leave laptops, desktops, or other devices ON overnight
- Do not keep chargers, adapters, or power supplies plugged in after use
- Do not set AC temperature below 22°C, as it leads to excessive energy consumption
- Avoid operating ACs with doors or windows open
- Avoid simultaneous use of unnecessary electrical devices
- Do not run ACs in naturally ventilated or open areas
- Do not leave appliances (e.g., kettle, pantry equipment) ON after use
- Do not keep extension boards or power strips switched ON overnight
- Avoid leaving TVs, projectors, or screens plugged in unnecessarily
- Do not use personal high-power appliances (heaters, induction plates, etc.) without approval
- Avoid frequent opening of AC rooms, which leads to cooling loss and higher energy usage
- Do not block AC vents or airflow with furniture or files
- Avoid setting screen brightness at maximum unless required
- Do not ignore unusual sounds, overheating, or electrical burning smells—report immediately
- Do not bypass power-saving settings on office systems
- Avoid unnecessary printing or repeated use of printers/copiers
- Do not use lifts for very short distances (unless necessary)
- Do not leave meeting rooms with lights, AC, or devices running after use
- Avoid plugging multiple high-load devices into a single extension board (risk of overload)
- Do not keep backup power (UPS/Inverter-connected devices) unnecessarily active after office hours



## 4. MONITORING & AWARENESS FRAMEWORK



### a. PERIODIC MONITORING

- Regular checks to identify areas of energy wastage
- Review of usage patterns across offices



### b. AWARENESS INITIATIVES

- Display of energy conservation signage across office premises
- Periodic reminders to reinforce energy-saving behaviour



### c. INTERNAL CONTROLS

- Inclusion in ESG monitoring and internal audits
- Tracking for compliance and audit readiness



## ENERGY CONSERVATION IS A SHARED RESPONSIBILITY.

Small, consistent actions by individuals collectively contribute to a cost-efficient, sustainable, and environmentally responsible workplace.



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

