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Energy Conservation and Emissions Reduction Policy		<i>AUTHOR:</i> Peter Nyegaard Jensen	
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1. INTRODUCTION and SCOPE

At Wind Cluster we are committed to contribute to energy conservation and emissions reduction.

Therefore, we have agreed and established this policy and a sustainability climate action plan has been put in place for the purpose of transitioning Wind Cluster to carbon neutrality by 2030.

At the center of this effort is the need to reduce energy use, especially that which originates from burning fossil fuels. There is potential for considerable energy conservation measures from behavioral change by employees, suppliers, partners and customers in conjunction with installing energy efficient technologies.


Energy costs, electricity and heating are a major component of Wind Clustrrs operating budget; thus, energy conservation and efficiency measures can become major components of fiscal responsibility.

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2. POLICY

2.1. ENERGY CONSERVATION THROUGH CHANGE IN BEHAVIORS OCUMENTATION

1. **Turn off copiers, printers, and other office equipment** at the end of the day. Enable power saving or sleep modes on equipment where available.
2. **Turn off saws, drills, and other workshop tools** at the end of the day. Enable power saving or sleep modes on equipment where available.
3. **Turn off computer monitors** and shut down hard drives at the end of the day. When leaving for more than two days, power down computers, screens, and accessories such as printers and scanners, and turn off power strips.
4. **Heating:** Close blinds at the end of the day or during periods of direct sunlight in the summer.
5. **Keep windows, doors and gates closed** when outside temperature is below 18C. Discontinue the use of space heaters.
 Office and kitchen thermostats should be set to 21°C.
 Packing room, toilets, reception thermostats should be set to 19°C.
 Stock thermostats should be set to 15°C.
 Employees are encouraged and any time to wear appropriate clothing for the season and specific workplace to maintain comfort. For work in stock and cold areas Wind Cluster offer Jackets.
6. **Turn off lights** in offices, stock, packing room, meeting rooms and kitchen when not in use even if leaving the area for just a few moments. It is especially important to turn off the lights during e.g. lunch break and at the end at the end of the day.


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2.2. MANUFACTURING AND PACKING PROCESSES-

Packing materials, packing chips, wrapping materials etc. will be replaced with environmental friendly and low emissions types as stock of present material are to be replaced.

2.3. INSTALLING ENERGY EFFICIENCY EQUIPMENT AND TECHNOLOGIES

1. Appliances will be replaced with Energy Star models at the end of the appliance life-cycle.
2. **Turn off lights** in offices, stock, packing room, meeting rooms and kitchen when not in use even if leaving the area for just a few moments. It is especially important to turn off the lights during e.g. lunch break and at the end of the day.
3. **Computers:** Whenever practicable, servers should be located centrally in the Printer Room. All new computers and related equipment should be Energy Star rated when such models are available.
4. **Heating and cooling equipment** needing replacement must be replaced with Energy Star models.
5. **Programmable thermostats** must be installed whenever practicable.
6. **Lights needing replacement** must be replaced with either CFL or LED lights. Other technologies of equal or higher efficiencies may be substituted for CFL or LED as they become available.
7. **Fixtures** needing replacement should be replaced with the most efficient fixtures available for the intended use.
8. **Motion or light sensors** should be installed in high use areas whenever practicable.

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2.4. IDLE-FREE COMPANY

To reduce emissions of CO, CO₂, NO_x, and other exhaust components and to improve air quality in the company and in the local community, Wind Cluster adopts the following:

Idling of gasoline and diesel-powered vehicles shall be prohibited at the area of Wind Cluster. Employees are to comply, and employees are to kindly request visitors, suppliers, transportation companies etc. to comply.

Nothing in this policy shall be implemented in a punitive manner. The idle-free initiative shall be implemented as an educational process.

Police and emergency vehicles shall be exempt from this policy.

Other vehicles that must use their engines to perform useful work while stationary (for example, truck cranes, forklifts that must keep their engines running to have lifting power and garbage trucks that must keep their engines running to compact trash also are exempt from this policy while their engines are performing such tasks.

Exceptions to this Policy require the approval of the managing director.