



## Commitment to “Green”

We understand that helping to sustain our environment is simply the right thing to do. We recognize our responsibility to reduce or eliminate the negative impact we have on our environment. In fact, we consider it an obligation to infuse each facet of our organization with policies and actions that improve and protect our limited resources.

### Internally:

- Proactively use technology for waste reduction (e.g., decrease overall paper consumption by using server-based enterprise management software that links every person and project together) across geographic offices.
- Installed non-adhesive carpet tiles that can be recycled and storage systems (mobile shelving, rotary, static shelving) manufactured with 90% recycled content. The storage systems themselves may also be recycled and relocated.
- Support alternate work methods to reduce consumption (teaming, hoteling, and tele-commuting).
- Strive to improve our methods for the use and disposal of materials (e.g., use of recycled products, recycling aluminum, plastic and paper).
- Consider the commitment to sustainability of business partners and vendors prior to developing relationships with them.
- Provide ongoing LEED and similar programmatic training for employees.
- Promote employee safety, health, and welfare through healthcare programs, philanthropic involvement, and a focus on job-site safety.

### Externally:

- Seek business partners who recycle, use recycled materials in their production, practice lean manufacturing and provide healthy work environments.
- Recommend solutions that support sustainability with respect to the following:
  - **Sustainable Sites** -- protect open spaces and reduce development footprint by compacting storage
  - **Energy & Atmosphere** – conserve energy by using systems that use flexible energy sources; demand reduction due to smaller footprint
  - **Materials and Resources** – extend the life of existing buildings with better workflow practices and storage solutions; retain historic resources with better space utilization and workflow within existing structure; provide storage systems manufactured with 80% - 90% post-industrial recycled content; partner with manufacturers who apply responsible forest management (e.g., unusable pallets are recycled)
  - **Indoor Environmental Quality** – reduce indoor air contaminants (e.g., power coat paint with VOC emissions of zero, no waste or solvents); increase “daylight” and “views” of spaces by streamlining workflow and compacting storage; recommend products with **GREENGUARD** certification for low-emitting products and materials
  - **Innovation & Design** - include LEED Accredited Professional on planning and design team for storage systems
- Assist organizations in LEED certification for LEED-NC (New Construction and Major Renovations/Additions), LEED - EB (Existing Buildings) and LEED – CI (Commercial Interiors).
- Include “sustainability audit” as component of our records management analysis and workflow design process.

