



TRACE International Inc. is committed to protecting natural resources, promoting environmental stewardship, and implementing sustainable business practices. While somewhat limited in the actions we can take as tenants in a commercial building, we have established several measures with which we can preserve our natural resources and seek to prevent pollution:

- **Reduce waste going to the landfill by minimizing amount of waste produced.**

Main strategy: complete the change from a heavily paper/binder office environment to today's almost paperless office environment, through substantial investment in software systems.

*Example: Development and implementation of the TPMS system to manage and digitally store the 2,000,000+ business files required for our operations.*

- **Increase the energy efficiency of our Information Technology equipment, servers and infrastructure.**

*Example: Replacement of aged, overlarge, and inefficient Server Room HVAC system for a smaller more energy efficient model.*

- **Responsibly reuse, recycle and dispose of all electronic waste.**

*Example: A dozen outdated older PCs were donated to a non-profit center.*

- **Recycle wastes where feasible.**

*Examples: Added individual recycle bins for each office and cubicle and worked with the office janitorial company to ensure proper recycling. Added garden compost bins to each kitchen, with employee volunteer using the compost materials in a home garden.*

- **Purchase and use environmentally responsible (recyclable, biodegradable, etc.) products.**

*Examples: Switched copier paper to 100% recycled products. Set default on copiers to 2 sided. Switched paper and plastic cutlery in kitchen to biodegradable products. Provide regular dishes and cutlery as an alternative.*

- **Involve all staff in environmental issues to instill a sense of environmental responsibility.**

*Example: Earth Day vegetarian sandwiches provided in minimum packaging and reusable lunch boxes, with information on benefits of a vegetarian diet on planet resources.*

- **Assess environmental impact of our office practices, and seek to eliminate any that pose harm to the environment when economically and operationally practical.**

*Examples: Replaced individual creamers with organic milk option to eliminate all the containers. Replaced cleaners and dish soaps with "green" alternatives. Worked with the office janitorial service to switch to green cleaners.*

- **Target areas for energy savings in the office.**

*Example: Installed occupancy sensors in all offices to automatically turn off lights when offices are not in use.*

- **Review policy for continual improvement of environmental performance. Empower employees to contribute and participate.**

*Example: Green initiative highlights are routinely distributed to employees and ideas solicited. The kitchen composting and elimination of individual creamers were from employee suggestions.*