



# DM Green Initiatives

Our company promotes sustainability and minimization of the adverse environmental impacts of our operations through relationships with our key suppliers and manufacturers, as well as internal “green” policies. Our Product Managers, Contracts Administrator, Operations Team and IT Manager perform quarterly reviews for compliance of the programs. We believe the most important aspect for a business technology products supplier to demonstrate in this area is product stewardship and good environmental practices.

DM’s green policy is an evolution of our initiatives, which are focused on eliminating waste and redundancy. Our green policy is to constantly look for ways in which we can improve our green credentials as part of our continuous process improvement under our “Operation Slim” initiatives. Our green strategy is also aligned with our government contract compliance initiatives and our corporate social responsibility initiatives. It is our mission to operate our business in the most environmentally friendly way possible. This includes:

- Purchasing green products from our suppliers
- Reducing waste and recycling - reusing materials at every opportunity
- Reducing our energy consumption
- Encouraging carpooling and responsible business travel
- Repairing rather than throwing away whenever possible
- Capturing consumption data on our usage reports and cost savings documentation



## WHAT WE HAVE ALREADY DONE

### distribution CENTERS

We reuse or recycle most of our packaging materials (biodegradable air pillows, cardboard, shredded paper, etc.).

Our shipping cartons are manufactured using recycled material.

We send toner cartridges back to the manufacturer for recycling.

Our distribution center conveyors are energy efficient.

Ongoing analysis and carton rationalization to ensure most efficient and correct “sizing” as it’s related to shipping cartons eliminating over boxing.

We use electric forklifts.

75% of our distribution centers have been retro-fitted with energy-efficient lighting systems.

Motion sensor lighting is used whenever possible.

We encourage staff and visitors to recycle bottles, plastics, and aluminum cans by placing recycling bins at strategic points throughout our distribution centers.

## WHAT WE HAVE ALREADY DONE *(continued)*

### HEADQUARTERS

We minimize our use of paper by adopting Managed Print Services. Increased use of e-mail greatly reduces the amount of paper used in hard-copy correspondence, envelopes and letters. Business records are digitized to minimize hard-copy document storage. We have also installed some multifunctional devices (for faxing, scanning, printing and copying) in our offices that will reduce energy and paper usage.

We purchase paper that includes recycled content and we recycle our office paper.

We encourage staff and visitors to recycle bottles, plastics and aluminum cans by placing recycling bins at strategic points throughout our headquarters.

Energy audits are performed annually.

Our consumption of energy is closely monitored through a centralized automated Lighting Management System that ensures there is no waste by controlling indoor and outdoor lighting systems which include: occupancy sensors, dimming technologies including common manual dimming switches, as well as more sophisticated technology, time clocks and photocells.

Receive and send electronic POs, invoices and other business documents from vendors and customers whenever possible.

Encouraging our customers to sign up for Electronic Invoicing via fax, email or the web to reduce paper usage.

We recycle our old computers through our IT replacement strategy.

We recycle fluorescent light bulbs.

Motion sensor lighting is used in our garage area.

We have a HVAC Management System with a centralized computer control, which includes Energy Recovery Units (ERU) that work in tandem with our HVAC recovering approximately 75% of the energy from exhaust air stream. Cuts winter humidification energy costs by up to 60%.

We have a Water Management System that includes a rain gauge sensor.

We use refurbished workstations whenever possible.

Every new employee is given a mug on day one, to discourage waste.

The office dishwasher is only run when full.

We are ensuring that any new build/refurbishment plans adhere to current environmental standards and energy conservation requirements.

All of our carpet is Green label plus certified.

We utilize green cleaning chemicals in our corporate headquarters and distribution centers.

Old cell phones are collected for reuse to help women and children affected by domestic violence.

We continually contact advertisers to remove our address from their lists.

We have bike racks in our garage to encourage an alternative to driving a car to work.

E-Learning opportunities are available for employee training in conjunction with the Managed Print Services.

### WHAT WE INTEND TO DO IN THE FUTURE...

- Where possible, we will choose to source our materials from suppliers who operate in an environmentally friendly manner and who are geographically local (to reduce delivery miles).
- We will measure and calculate the carbon footprint of each distribution center with a goal of reducing it year over year.
- We are working on installing solar panels.
- We are continually upgrading our lighting fixtures with energy-efficient units.
- We will encourage our business partners to strive for the same high level of environmental care.
- Employing monitoring software (PREO) to identify areas where printing can be reduced or consolidated.

*Our goal is to inspire others to reduce their carbon footprint and encourage them to take action to offset their carbon in innovative ways.*