

## RIDOLFI's Approach to Sustainability

Sustainability is an integral and fundamental part of RIDOLFI's mission. Through dialogue, and an exchange of perspectives and ideas, we commit to develop strategies for becoming a sustainable company.

The company pays for all employees' mass transit fees.

We use double-sided printing. We recycle paper, cardboard, aluminum cans, plastic containers, glass containers, batteries, ink and toner cartridges, computer and electronic components, and old electronic media (floppy disks, CDs, etc.)

We donate equipment that no longer meets our needs, but is still usable, to organizations that can use them for training or other purposes (e.g., computer equipment, cell phones, cameras...)

We use 100% post-consumer recycled paper and soy-based inks for our letterhead paper, company brochures, and other official paper.

We use a hybrid company vehicle.

We disposed of our older, non-ecologically-friendly cleaning products as household hazardous waste, and switched to "green" cleaning supplies (biodegradable and ammonia- and phosphate-free).

We have switched to recycled or ecologically sound office supplies to replace our previous sources.

We only buy organic, shade-grown, fair trade-certified coffee from local companies.

We use "real" cups and mugs in the office instead of paper cups. We also recently decided to add plates.

When planning an office move, we made sure to recover as much as possible of the used carpets, furniture, and building materials; we picked energy-efficient appliances and new furniture made from recycled materials; and we selected a mover who supplied reusable boxes. We used non-toxic, ecologically friendly paints, carpet glue, and other materials.

We try to maximize the use of natural lighting. We turn off the artificial lights whenever they are not necessary, such as in areas of the office that receive sufficient sunlight and in unused conference rooms. Each work station is equipped with its own lower-wattage lighting so that everyone can have sufficient light even with the ceiling lights turned off.

We decided to remove one of every three fluorescent tubes in the ceiling lighting (saving the extras for future use) in order to reduce our energy consumption.