

Paric Corporation is dedicated to educating our clients and our employees to make informed choices that are good for the environment, for their finances, and for overall quality of life. The following plan outlines Paric's commitment to sustainable practices. This document will become a regular part of the new employee orientation so that all employees are aware of our policies and initiatives. This is an ever-changing document and will evolve with advancements in sustainable operating and building practices. Staff will review all points annually and assess their current value to Paric.

#### Education and Training

Education and training are a crucial part of becoming a green company. Becoming more knowledgeable about green building standards, techniques, and materials will allow Paric to become a leader of Sustainability in the region.

- Training seminars about sustainable building and sustainable living are offered at a minimum on a quarterly basis to all employees.
- In an effort to have a greater impact on the region as a whole; Paric will offer attendance of applicable seminars to subcontractors and vendors.

#### Purchasing

Paric will give purchasing preference to manufacturers and vendors who share our commitment to the environment. Sustainable purchasing is the method wherein the environmental and social impact of a product is taken into consideration in addition to the price, availability and performance criteria that typically dictate purchasing decisions. Paric will work to minimize our impact on our environment by adopting the practices below.

#### Office Supplies

This section refers to the purchase of ongoing office consumables that are constantly being used to support the normal course of business. This section includes but is not limited to the following types of products: copy paper, stationary, envelopes, notebooks, writing tools, toner cartridges, binders, batteries, desk accessories, folders, etc.

- When feasible, purchase supplies which mimic our company's sustainability goals.
- Deliveries will be made in recyclable totes to reduce cardboard usage.
- Standard deliveries will be made twice a month. Exceptions can be made when critical.
- Deliveries will be scheduled to coordinate with surrounding businesses in an effort to minimize fuel usage, emissions and traffic.
- Purchases are encouraged to meet as many of the following criteria as possible:
  - Products contain at least 10% post-consumer or 20% post-industrial material
  - Products are harvested, processed, or extracted within 500 miles of Paric's office
  - Products consist of at least 50% Forest Stewardship Council (FSC) certified paper products
  - Products supplied by local vendors are preferred
  - Low emitting materials are preferred

## Electronics

- All future purchases will include Energy Star products when possible.
- All new power strip purchases will be “smart” power strips to reduce or end idle current from electronics when not in use.
- All non-critical computers, copiers, printers and faxes should be set to default to a sleep mode when idle for 15 minutes.
- Paric will always recycle or donate old electronics so that they are diverted from landfills
- All computers are to be turned off at the end of the work day.
- Workstation appliances are not permitted, ie: radios, heaters, fans, etc. Please contact Human Resources with inquiries or request for exceptions.

## Paper Reduction

We are making it our goal to reduce our company paper usage as a whole by using the following methods:

- All paper waste is to be recycled.
- All contracts, contract attachments, change orders, etc should be issued utilizing Echosign software.
- All employees should set their printing preferences to default to double-sided printing.
- Paric will provide Adobe Acrobat (over the next 3 years) to all employees in order to allow for electronic markup of documents.
- Paric requests exclusive use of electronic submittals, except for samples.
- All project engineers are required to utilize electronic stamps for review.
- A periodical library is provided to eliminate redundant magazine subscriptions among employees.
- In an effort to reduce paper used for project drawings, a limited number of complete sets be purchased. Individual sections can be printed to supplement rather than ordering whole sets if needed. All estimators should utilize On-Screen Takeoff software for paperless estimating/takeoff purposes.
- Over the next 3 years, Paric will eliminate or drastically minimize hard copy storage through the use of digital media storage (our paperless committee is working with us to accomplish this goal.)
- The use of digital letterhead is required whenever possible.
- Paric will unsubscribe to all unwanted mail on an ongoing basis and will track our progress weekly. The responsibility of unsubscribing and tracking is assigned to the Receptionist as part of his/her employment responsibilities.

### Lighting

- All task lighting is to be turned off at the end of the work day.
- All current incandescent bulbs will be replaced with energy-efficient light bulbs at the end of their life cycle.
- During periods of bright natural light, employees are encouraged to minimize their task lighting as much as possible and still maintain a proper light level for their work.

### Travel and Transportation

- “E Meetings” are encouraged when possible.
- Carpooling is encouraged through Ridefinders. Paric is currently working with our landlord to provide preferred parking spots for carpools.
- Paric will evaluate a program that reimburses employees for using public transportation.
- When traveling fuel-efficient or hybrids rental cars shall be given preference.

### Food and Beverage

- When ordering food for meetings and company events, we will give preference to sustainable caterers or companies who have actively worked to decrease their impact on the environment and those who implement sustainable practices such as Subway Restaurants and Russo’s Catering. Inquiries for other catering companies should be made to a member of the Sustainability committee.
- Sustainable practices include, but are not limited to, the following:
  - Uses compostable or recyclable paper/plastic products
  - Uses reusable products
  - Local food sourcing
- Donates excess food
- All available materials should be recycled in Paric’s designated recycle totes/bins.
- Employees are encouraged to utilize the reusable dishes, glasses, and utensils provided in the kitchen for meals.
- Purchase or use of polystyrene products is prohibited for company supplies or events.
- All employees are encouraged to discontinue use of plastic beverage bottles at home and in the workplace. Paric will not provide bottled water for meetings and events, but will instead provide water and reusable cups from which to drink.
- Composting is available for employee food waste.

### Air Quality

- In order to improve the air quality in the office, we have moved the approved smoking area 25 feet from the entrance to the building.
- Paric requires all vendors delivering products to the jobsite and the office to turn off their vehicles. No idling will be permitted.

### Facility Alterations and Additions

Paric will make every effort to utilize sustainable products when making alterations or additions to its corporate spaces. Cost, procurement, and logistics will be evaluated to determine which sustainable products/building practices will be utilized for facility alterations and improvements.

### Jobsite Recycling Program

Project teams are required to review each project at the start-up phase to evaluate what sustainable practices should be implemented on the project. The topics that should be discussed are the following:

- Is the project LEED?
- Does the Owner require recycling or sustainable practices?
- Has the Owner been informed of Paric's ability to provide sustainable practices?
- Has a member of the Sustainability Team been consulted for suggestions for the project?
- Does the nature of the project allow for recycling? Site logistics, space, etc.
- What products should be recycled? (drywall, lumber, cardboard, carpet, comingling products, steel/metals, clean fill, etc.)
- What vendors should be utilized to provide recycling/sustainable practices?
- What recycling processes should be tracked?
- Was consideration for sustainable practices accounted for in the estimate?
- What are the financial impacts of the proposed sustainable practices?

Jobsite teams are required to implement and set up recycling programs, at a minimum, for the jobsite office personnel. Contact a member of the Sustainability Team for the proper contact.

All projects with significant (minimum one dumpster) amounts of clean fill demolition are required to call in a clean fill haul and materials are to be diverted from the landfill.

All proposed sustainable practices recommended by the project team shall be approved by the Project Executive and Vice President of Operations prior to implementation.

### Vendors

Part of being committed to sustainability in the region is encouraging those around you to participate as well. As such, Paric encourages our Vendors to attend seminars and implement the sustainable policies discussed herein with their own companies. Vendors that create and practice these policies will be given preference whenever possible.

Paric relies on third party certification agencies in order to verify a vendor's sustainability claim for a product. When no certification is available, Paric will make every effort to verify the sustainable nature of the product prior to purchase. Employees are encouraged to verify product certification using the following website: <http://www.ecolabelindex.com/>