

ECLARO

To: All Eclaro Employees

Date: June 8, 2015

Topic: **Corporate Responsibility and Environmental Sustainability**

Eclaro expects all employees and contractors to operate in an environmentally responsible manner. Eclaro will be revising its Supplier Conduct Principles to articulate the company's overall social and environmental requirements to our suppliers as well.

Eclaro has long recognized that a strong management system is critical to an organization's ability to identify and manage its corporate responsibility. This belief underscores the understanding that effective environmental management makes good business sense.

As we begin a new decade, and in recognition of the continually growing imperative for environmental and corporate responsibility, I am writing to inform you about some new requirements we are now setting for our employees in this important part of business.

Specifically, Eclaro will now require all of its employees to:

- Implement and adhere to recycling at all facilities;
- Conserve energy by shutting down computers, electronic and lights when not in use;
- Print only when absolutely necessary, recycle all office paper and print double sided to conserve resources
- Utilize reusable materials rather than disposable whenever possible
- Purchase paper products which contain a minimum 30% recycled material, whenever available
- Recycle all electronic equipment no longer in service via a reputable recycler
- See <http://www.dec.ny.gov/chemical/9085.html> and <http://e-stewards.org/>
- We will also be focusing on reducing all greenhouse gas emissions by 10% in our Global Operations by 2018 and reducing paper consumption by 50% by 2018.

Many of you have already been doing this, and you have recognized that environmental leadership fosters business efficiency and effectiveness. You have also accepted that environmental responsibility and accountability resides at the office and at home.

We will be adhering to following the mission statement: "Often the greatest obstacle for a company trying to develop, integrate and sustain environmental and corporate responsibility programs is the absence of a strong management system that addresses responsibilities such as workplace safety, increasing energy efficiency and reducing waste."