

Lerro Corporation

2008 Green and Sustainability Initiatives

1. More Work, Less Energy

At *The Lerro Corporation*, we know a computer is the central tool at work. We try to optimize the energy settings for computers and other devices. We set computers to energy-saving settings and make sure to shut them down when we leave for the day. We plug hardware into a power strip with an on/off switch so the whole desktop setup can be turned off at once. We also turn off lights in spaces that are unoccupied.

2. Digitize

At *The Lerro Corporation*, we know that the greenest paper is no paper at all, so we keep things digital and dematerialized whenever possible. The more we do online, the less paper we need. We keep files on computers instead of in file cabinets. We review documents onscreen rather than printing them out. We send emails instead of paper letters. We are planning to use software like Greenprint which helps eliminate blank pages from documents before printing. We also convert to PDF for paperless document sharing.

3. Limit Paper Usage

When *The Lerro Corporation* buys printer paper, we look for recycled paper with a high percentage of post-consumer content and the minimum of chlorine bleaching. Even recycled paper gobbles up a great deal of energy, water, and chemical resources in its processing. When we use the real stuff, we print on both sides of the page when appropriate and use misprints as notepaper. In our office when we ship packages, we reuse boxes and use shredded waste paper as packing material.

4. Green Sleeves

For our Sales and Service Technicians at *The Lerro Corporation*, we try to get clothes made with organic or recycled fibers. We try to avoid clothes that need to be dry cleaned.

5. Use Green Materials

The Lerro Corporation also uses recycled paper and envelopes that have been processed and colored using eco-friendly methods. We also use pens and pencils that are used of recycled materials. We also buy in bulk so that shipping and packaging waste are reduced, and reuse the shipping boxes.

6. Redesign the Workspace

Where possible, *The Lerro Corporation* uses natural daylight a free source of lighting for our office, it has been proven to improve worker productivity and satisfaction.