

360 Technology is dedicated to responsible stewardship of the environment in all its paper (and paper-based products) procurement practices. We endeavor to produce quality products in a responsible manner from design to material specification to finished goods. As an environmentally conscious company, we strive hard to reduce our paper usage. We have deployed electronic signature tools to help minimize paper documentation where possible.

When we procure paper (and paper-based products), our procurement policy extends purchasing preference to products and suppliers that exhibit superior environmental performance and are aligned with the following goals:

- Sustainable forestry practices
- Mix of recycled paper/materials to original raw material.
- Design for the environment
- Clean manufacturing practices
- Economic viability
- Credible reporting and verification

### Forestry Practices

360 Technology requires compliance with all local, state and federal regulations in each community where our paper suppliers have operations. We will not knowingly do business with companies that collude with or purchase wood products from illegal logging operations.

We expect all paper manufactured for 360 Technology products to be free of unacceptable sources of fiber as described by the Forest Stewardship Council (FSC) controlled wood standard.

360 Technology has a preference for FSC certified paper and 360 Technology's goal for publications paper purchases continues to be for a minimum of 75% to be FSC-certified.

Our suppliers are required to possess independent third-party certification of sustainable forestry practices for all forests they own or manage. A third-party audit of the paper company's forestry practices should be performed at regular intervals according to the guidelines set forth by the certification system adopted by the company. Suppliers who source wood from third-party suppliers will provide proof that third-party sources of wood are harvested in an environmentally sound manner in accordance with the conditions outlined earlier in this policy. The detailed audit report should be provided to 360 Technology's Procurement Manager upon completion of certification audits.

## Wise Use of Resources

360 Technology is committed to using recovered fiber in its packaging, office and publications paper. In addition, every effort is made to reduce basis weights on titles where appropriate in order to reduce total paper use and raw materials consumed in the production of that paper. To that end, we commit to the following:

### Use of Recycled Paper and Materials

We will continue to increase our use of recovered fiber and continue to ensure the majority of our products contain recovered fiber.

We will continue to re-use and refurbish pallets, and re-use incoming packaging in our shipping operations.

### Design for the Environment

We will continue to ensure that our product design maximizes resources and minimizes waste. We are committed to continuously evaluating the recyclability of our products, and improving where feasible, thereby increasing the potential supply of recycled fiber.

Ongoing strategies include:

- Increased use of recyclable packaging and materials.
- Minimization of packaging.
- Efficient use of trim size and press cut offs.

### Clean Manufacturing Process

We will select supply partners who demonstrate a commitment to continuous improvement in source reduction and pollution prevention that meets or exceeds legal requirements to minimize the environmental footprint of paper production on water, air and climate.

We encourage our suppliers to pursue energy conservation, increase the utilization of renewable energy sources such as wind power and biogas, engage in co-generation of electricity and increase energy efficiency in the papermaking process.

For products that require bleaching and brightening, we will show preference to suppliers who utilize processes that are environmentally responsible. All paper sourced for 360 Technology products globally must be Elemental Chlorine Free (ECF).

Preference will be given to mills that are Enhanced Elemental Chlorine Free (EECF), Totally Chlorine Free (TCF), or Processed Chlorine Free (PCF).

## Economic Viability

The desired outcome of our policy is continuous improvement in the environmental performance of paper supported by concurrent economic incentives. There must be sufficient value and availability of products throughout the supply chain, as determined by 360 Technology, to ensure that environmentally responsible papers, including those containing recovered fiber, can be procured successfully and consistently. We commit to supporting suppliers that meet our standards and are credible partners in our efforts to ensure sustainable products are available to us and other market partners.

## Credible Reporting and Verification

Suppliers must publish, or make available to 360 Technology, a report that highlights their progress towards waste minimization, sustainable forestry practices, use of recovered fiber, clean manufacturing practices, and continued economic viability.

## Ongoing Efforts and Environmental Education

360 Technology recognizes that responsible environmental stewardship is a continuous process. We have engaged our paper suppliers in an ongoing dialog to monitor and remain informed about opportunities to design, produce and procure an increasing amount of environmentally responsible paper. 360 Technology challenges our partners to develop new grades that offer economically feasible high-quality paper suitable for use in our products.

360 Technology encourages its employees, partners and organizations it works with to use e- documents and e-signature platforms to reduce use of paper, print, fax and mail.