

Landrum & Brown Corporate Sustainability Policy





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Landrum & Brown is committed to safeguarding the environment and minimizing or reducing adverse environmental impacts in our daily operations. Furthermore, Landrum & Brown is dedicated to offsetting any environmental impacts that are unavoidable. While initial objectives include garnering quantitative results, the overall objective is to inspire qualitative changes from a companywide standpoint and to instill environmental responsibility as a corporate value.

Landrum & Brown will conduct its businesses in a manner that protects the environment, and the health and safety of employees, clients, and the public. We will integrate this commitment into our business planning and operations by establishing and maintaining environmentally responsible practices to reduce its company-wide environmental footprint to the greatest extent possible.

RECOMMENDATIONS

→ Calculate Corporate Environmental Footprint

The initial step is to calculate L & B's environmental footprint to realize the impact that the company is responsible for placing on the environment. Based on the results of the calculation, modifications can be made to current practices and procedures to help reduce the overall size of L&B's environmental footprint. In conjunction with the companywide adjustments, participation in offsetting programs can virtually eliminate the environmental footprint altogether.

→ Acceptable Methodologies/Standards

International industry analysts suggest that a Life-Cycle Assessment (LCA) be conducted to determine the full extent of direct and indirect emissions caused by business activities. The benefit of using the LCA approach is that it provides a systematic methodology for ensuring the capture of all sources of carbon emissions that are material to our business.¹ The LCA approach requires a business to answer two important questions:

- What is the service that we offer?
- Would the emissions related to this service have occurred if L&B was not a business?

As part of the calculation process, it is important to select and verify boundaries for L&B's footprint. This includes value judgments about materiality, or determining what will contribute enough to the inventory to merit inclusion in the footprint, as

¹ *The Reality of Carbon Neutrality*, Energetics Pty. Ltd., 2007. On-line at: www.energetics.com.au



well as elements of allocation that relate to whether the emissions would occur even if L&B was not providing its client services.²

The U.S. EPA has developed tools to help individuals (and households) reduce greenhouse gas emissions and take action. Businesses and organizations interested in educating their employees and members about what they can do at home to help protect our climate can also use these tools.³ In cooperation with the U.S. EPA, the U.S. Climate Technology Cooperation Gateway has developed a Greenhouse Gas Equivalencies Calculator that is designed to enable public and private sector organizations to quickly and easily translate greenhouse gas (GHG) reductions from units that are typically used to report reductions (e.g., metric tons of carbon dioxide equivalent) into terms that are easier to conceptualize (e.g., equivalent number of cars not driven for one year). Applications of this calculator might include developing a greenhouse gas reduction strategy, communicating reduction targets to the public or stakeholders, and supporting other initiatives aimed at reducing GHG emissions.⁴

→ **Establish Internal Policies/Programs to Reduce Environmental Impacts**

Several internal, company-wide policies and programs could be established with the goal of reducing the environmental impacts of normal business operations. These policies and programs would be designed to affect activities of employees at the office, as well as employees' travel to and from the office each day.

² *The Reality of Carbon Neutrality*, Energetics Pty. Ltd., 2007. On-line at: www.energetics.com.au

³ Personal Emissions Calculator, U.S. Environmental Protection Agency, November 2006, On-line at: http://www.epa.gov/climatechange/emissions/ind_calculator.html

⁴ U.S. Climate Technology Cooperation Gateway, *Greenhouse Gas Equivalencies Calculator*, On-line at: <http://www.usctcgateway.net/tool/>, Retrieved July 5, 2007.



→ Reduce Solid Waste Production

- Perform visual inspections to determine the types of waste that are being produced and their originating sites.
 - Primary locations to observe include Production Areas and Packaging Areas.
 - Observations should include the types of materials, the amount of waste generated and levels of waste at various times of the week.
 - Suggest following the U.S. EPA's three tiered hierarchy of Reduce, Reuse and Recycle.
 - Methods for **Reduction** include; retooling production to copy/print on both sides of a sheet of paper, utilizing coffee mugs, cups, dishes and silverware rather than disposable (paper, styrofoam, plastic) products, etc.
 - L&B can **Reuse** items as much as possible to minimize amount of waste generated and sent to landfills. The company can save shipping boxes and packaging from products it receives to store for later use, use outdated memos as scratch paper, add labels to old file folders for extended life, etc.
 - For **Recycling** options please refer to **Section 3.2.7, Utilize Recycling/Recycled Products**.

→ Reduce Energy Use

Energy efficiency results in the same (or more) services derived for less energy. To reduce the amount of energy produced, L&B could:

- Purchase EnergyStar appliances and products,
- Limit electricity use to the greatest extent possible
 - Install dimmers, motion sensors or occupancy sensors in conference rooms and/or offices
 - Shut down equipment each night or unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios)
 - Replace incandescent lights with compact fluorescent lights.

→ Reduce Auto Emissions

There are many ways L&B can help reduce pollution and land development impacts from automobile use, including encouraging alternative transportation, educating employees on how to save gas (including driving the speed limit, accelerating and decelerating slower, making sure tires are accurately inflated), and encouraging employees to drive hybrid vehicles.



→ **Alternative Transportation**

L&B can encourage employees to utilize public transportation, bike to work, carpool to work, or drive alternative fuel and high efficiency vehicles, etc. Please see **Section titled, Establish Employee Incentive Programs** for more information.

→ **Reduce Heat Island Effect**

Wherever applicable, adjustments could be made to L&B facilities to help minimize the Heat Island Effect. At facilities within our control, examples could include:

- Install green roofs on L&B facilities
- Install light colored pavement, such as portland cement concrete, on any roadways, parking lots, sidewalks and plaza areas
- Seek opportunities for use of permeable pavements
- Increase shaded areas by installing trees along parking, roadways, walkways and outdoor plazas

→ **Reduce Water Use**

Water efficiency with L&B buildings can be maximized, thereby reducing the burden on municipal water supplies and wastewater systems. Dishwashers should be run once full, water coolers should be installed for cold drinking water rather than running the tap, and high efficiency fixtures and valves (possibly with automatic sensors) should be installed.

→ **Improve Indoor Air Quality**

The first step is to determine sources of indoor air pollution, including furnishings, occupant activities, and housekeeping practices. Then, develop strategies to help combat indoor pollution. Two basic strategies include:

- Ventilation improvements and air cleaners with the goal to lower indoor concentration of air pollutants and increase the amount of outdoor air coming indoors.
- Air filters can be used to cleanse the air of some remaining pollutants. Another option is to increase the use of houseplants within each office.
- Whenever possible, allow for fresh air ventilation.

→ **Utilize Recycling/Recycled Products**

In many offices the primary components of solid waste are paper and cardboard. L&B should require recycling of such materials and provide bins set aside for various recyclables. A complementary option is to allow employees to bring appropriate materials from home for the option of recycling.



Recycling also involves the purchase of recycled products. Some examples of readily available products made at least in part from recycled materials include paper, file folders, pens, pencils, toner cartridges, cleaning supplies, and packaging materials.

→ **Furniture, Fixtures & Equipment**

L&B can reduce the use of furniture and equipment that may release indoor air contaminants, which may be harmful to employee's health, comfort and well-being. No additional cost can be expected for specifying furniture, fixtures and equipment that meet set requirements. Recommendations include; selecting recycled wood furniture, selecting Greenguard certified furniture, and installing EnergyStar appliances and computers.

→ **Establish Employee Incentive Programs**

It may be necessary to establish Incentive Programs in order to encourage employees to seriously participate in the recommended environmental programs. The success of these programs would rely on individual actions. Incentive programs are an excellent way to produce change in the company, increase enthusiasm, and obtain buy-in/ownership concerning green ideas and practices. The idea of reducing an environmental footprint for an entire company may seem daunting and unachievable at first. Individual employees may not understand how the "actions of one person" could reduce the environmental impacts of the whole company. Rewarding with tangible benefits those who take the time and effort to put forward good ideas not only encourages the continuation of this behavior but also helps motivate others to perform in a similar fashion. Employee Incentive Programs should be designed to show employees the collective effects of each person's individual actions. Additional versions can provide extra financial incentives for suggestions that could lead to cost savings due to reductions in water, energy, and resource consumption.

→ **Participation Reward Programs**

L&B employees who consistently utilize public transportation systems, bike to work, carpool to work, drive hybrid vehicles, bring items from home to recycle, etc. could be rewarded with items such as the following:

- One or two extra vacation days per year
- One Friday afternoon off per month
- One free lunch per month
- American Express gift cards (in amounts that vary per degree of demonstrated environmental stewardship)
- Complimentary tickets to local events (sports, plays, etc.)
- Gift certificates to local stores or restaurants
- Start a birthday program - have a gift delivered to the employee the week of their birthday



→ **Energy Savings Sharing Plan**

Once plans are in place to reduce energy use in each office, L&B could annually compare energy bills to the previous year in order to determine the amount saved on energy costs. Options for use of the amount saved each year include:

- Equally divide the amount among the employees of each office for distribution as a small monetary bonus
- Use the lump sum of savings at each office to purchase items for that office, for example:
 - Upgrade office furniture, if necessary
 - Fund a lunchtime party for the office
 - Fund an event for the office (golf, ice-skating, laser-tag, etc.)
 - Upgrade microwave ovens in kitchens at each office to more energy-efficient models
 - Stock a pantry of snack foods and beverages (water, pop, juice) that would be free to the employees at the office
 - Make a charitable donation(s)

→ **Continuous Improvement**

As environmental programs are put in place throughout the company, L&B should establish key measures to track performance, set objectives and targets to drive continuous performance improvement, conduct audits and assessments, and promptly correct conditions that we determine harmful to our environment. At a minimum, an annual review should occur.