



## Environmental Policy

American Reprographics Corporation (ARC) is committed to environmental affairs. ARC has had long-standing policies of providing a safe and healthful work place, protecting the environment, and conserving energy and natural resources. These policies have provided the foundation for the following corporate policy objectives:

- Provide a safe and healthful workplace and ensure that personnel are properly trained and have appropriate safety and emergency equipment.
- Be an environmentally responsible neighbor in the communities where we operate, and act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. Report them to authorities promptly and inform affected parties as appropriate.
- Conserve natural resources by reusing and recycling materials, purchasing recycled materials, and using recyclable packaging and other materials.
- Market products that are safe for their intended use, efficient in their use of energy, protective of the environment, and that can be reused, recycled or disposed of safely.
- Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy sources when feasible.
- Meet or exceed all applicable government requirements. Set and adhere to stringent requirements of our own no matter where in the world the company does business.
- Strive to continually improve ARC's environmental management system and performance, and periodically issue progress reports to the general public through announcements on our website.

Every employee and every contractor on ARC premises is expected to follow this policy and to report any environmental, health, or safety concern to ARC management. Managers are expected to take prompt action.