

eclaro international

CUSTOMIZED GLOBAL BUSINESS AND HUMAN CAPITAL SOLUTIONS

To: All Employees of Eclaro International, Inc.

From: Daniel Sung Park, President and CEO

Date: June 14, 2011

Topic: Recycling Program

Eclaro International (EI) expects all employees and contractors to operate in an environmentally responsible manner in our United States Operations. EI will be implementing and adhering to recycling at all facilities. We will be recycling almost everything normally thrown out in an office environment.

We will be recycling:

- White and computer waste paper,
- Mixed papers such as newspapers, magazines, catalogues, phone books, flyers,
- Corrugated and contaminant-free metal, glass or plastic items, including all plastic items

We will also be supporting expanded recycling in our facilities, where possible. Expanded recycling includes:

- Computer equipment (contact your building office for the procedure)
- Electronic equipment (contact your building office for the procedure)

There will be receptacles for each kind of designated waste. They must be used only for the designated wastes. Contaminants in these bins will spoil our efforts to make a difference in the environment. ***Please – no food or food paper items, such as tissues, napkins, paper cups or plates, in the recycling. Recycling with coffee, liquids or other food wastes will be treated as trash. Please do not put plastics, metals, or glass with the paper recycling.***

Other efforts to reduce waste at the office even further include:

- Reusing a ceramic mug for hot liquids
- Using a reusable lunch bag instead of a paper bag
- Read documents on the computer instead of printing them out
- Printing and making copies using both sides of the paper when applicable, sharing printed copies with colleagues instead of duplicate printing
- Use computer task lists/notes, or scrap paper for notes at your desk

Recycling is a key solution to many of the environmental problems our country is now facing. It lessens the burden on our landfills and saves natural resources by reducing the need for forest clearing and mining, activities that also disrupt animal habitats. Recycling also saves energy: using reprocessed materials requires far less energy than using raw materials.

Your separating your trash will go a long way to helping preserve our environment. Please support this program fully, and do not hesitate to voice your questions and comments.

Please view the attached flyer for more detailed information regarding types of materials that are recycled.

Facts About Recycling

- Each person produces 4.6 lbs of trash per day in the United States, that is 1679 lbs per year!
- 40% of all U.S. municipal solid waste consists of paper and paperboard products
- Office workers throw out, on average, a pound of recyclable paper every day
- The average American office worker uses about 500 disposable cups every year
- The plastic used in one toner cartridge contains nearly half a quart of oil.
- 1 ton of recycled paper generates 74% less air pollution than the same amount from virgin pulp
- One important energy efficiency tip you can adopt is to make good use of the controls that come with appliances or are designed into buildings

- Curtains or blinds, can help to reduce the temperature of rooms during the hottest part of the day. As such, less energy is used in cooling down the room.

- Switch off all appliances at the power socket when they are not in use. Standby power can account for up to 10% of electricity use.

- A running faucet wastes 2.5 gallons of water each minute
- Enough plastic bottles are thrown away in the United States each year to circle the Earth 4 times
- According to the Public Recycling Officials of Pennsylvania, for every ton of paper that is recycled, the following are saved:

- 17 tress
- 275 pounds of sulfur
- 350 pound of limestone
- 9000 pounds of steam
- 60000 gallons of water
- 4000 kilowatt hours of electricity
- 3.3 cubic yards of landfill space
- 2 barrels of oil
- enough energy to power the average American home for 5 months

