

## **Knight Electronics, Inc. Resource Conservation Statement**

Knight Electronics is committed to environmental stewardship and minimizing its ecological footprint through mindful resource conservation. We aim to manage and use resources responsibly, reducing waste, saving natural resources, and employing renewable and recyclable materials wherever feasible. The following guidelines serve as our framework for resource conservation and waste management.

### **1. Resource Usage**

#### **1.1 Paper Conservation**

- Utilize double-sided printing and eco-friendly fonts to minimize paper usage.
- Prioritize digital media for both internal and external communication.
- Avoid using unnecessary cover sheets.
- Choose recyclable, environmentally friendly stationery, and reusable materials.

#### **1.2 Packaging Recycling and Energy-Saving Materials**

- Use appropriately sized packaging and recycled materials for cushioning.
- Handle and store products carefully to reduce damage and waste.
- Opt for recyclable and reusable cartons, packaging, and storage materials.

#### **1.3 Water Conservation**

- Report any leaks immediately to supervisors.
- Promote water-saving practices, including turning off faucets after use.
- Adhere to all local water conservation policies and initiatives.
- Install low-flow faucets, toilets and showerheads in office restrooms and kitchen areas.

#### **1.4 Electricity Conservation**

- Encourage energy-saving modes on electronic devices.
- Set thermostats to recommended temperatures to avoid over-cooling or over-heating; use programmable thermostats to reduce climate control after hours.
- Provide incentives for limiting climate control in production and warehouse areas on warm days.
- Turn off unnecessary lighting and use energy-efficient LED lights.

## **1.5 Digital Documentation and Archiving**

- Transition to digital documentation and archiving wherever feasible to reduce paper consumption.
- Use secure cloud storage and digital document management systems for record-keeping.
- Encourage electronic signatures for internal and external agreements.

## **1.6 Sustainable Purchasing**

- Prioritize purchasing products from vendors with strong environmental standards.
- Choose suppliers who offer recyclable or eco-friendly materials, and products with minimal packaging.
- Opt for durable goods to reduce the need for frequent replacements.

## **1.7 Office Supplies Management**

- Implement an inventory management system to track and reduce excess ordering of office supplies.
- Encourage the reuse of office supplies, such as folders, binders, and clips, before purchasing new items.
- Consolidate orders to reduce delivery frequency and associated emissions.

## **2. Waste Management**

### **2.1 General Waste**

- Implement a categorized waste system with recycling bins and promote at-home recycling.

### **2.2 Ink and Toner Recycling**

- Recycle used toner cartridges and ink boxes; collect and process these for resource recovery.

### **2.3 Disposal of Computers and Batteries**

- Collect and recycle outdated computers and accessories.
- Advocate for rechargeable batteries and facilitate recycling of discarded batteries at nearby facilities.

## **2.4 Hazardous Waste Disposal**

- Establish safe disposal protocols for any hazardous waste generated (e.g., chemicals, solvents).
- Ensure these materials are disposed of in compliance with local environmental regulations and standards.

## **2.5 Office Furniture and Equipment Reuse**

- When updating office furniture or equipment, first evaluate the potential for refurbishing or donating items.
- Donate usable furniture or equipment to local charities, schools, or community organizations.

## **2.6 Product Disposal**

- We do not participate in Scrap Allowance programs and instead offer stock rotations to allow other customers to purchase returned products.

Knight Electronics remains dedicated to reducing its environmental impact through these guidelines, encouraging all employees to actively participate in sustainable practices.