

Sustainability Policies and Guidelines

INTRODUCTION

At Lawrence Group, we have the opportunity to be a leader in sustainability not only through our services for the built environment but also through our everyday actions and how we interact with the environment. We have over 20 LEED Accredited Professionals on staff and have designed several LEED certified projects, including our corporate headquarters. In 2012, we also began participating in the Regional Commerce and Growth Association's Green Business Challenge. As part of this effort, we have established a "Green Team," whose vision is to take Lawrence Group beyond just being a leader in sustainability in the design and building industries. The Green Team is comprised of David Ohlemeyer, who is responsible for leading our sustainability initiatives, along with representatives from different parts of the organization. Its mission is to promote sustainable practices among our employees and partners and to implement strategies that will benefit the environment. Thank you for your continued support of these important initiatives.



Steve Smith, AIA, NCARB
CEO

GREEN TEAM GOALS FOR 2013:

- Reduce overall average energy use by 10%.
- Reduce lighting energy usage by 10%.
- Decrease our carbon footprint by 10%.
- Provide quarterly educational workshops to employees.
- Reduce the use of disposable paper products by 25%.
- Increase the volume of waste sent to recycling center by 10%.
- Increase the number of LEED Accredited Professionals by 10%.
- To purchase at least 50% environmentally responsible products/supplies.
- Provide monthly educational newsletters to employees.



POLICIES AND GUIDELINES

To advance our sustainability mission, Lawrence Group has established the following policies and guidelines effective immediately for the purpose of creating a better environment and promoting a more sustainable workspace.

Recycling Policy: Lawrence Group encourages the recycling of all materials that qualify. In St. Louis, comingled containers are located on each floor and are used for items such as aluminum cans, glass bottles, #1-#5 and #7 plastics. Each employee has a blue bin for recycling paper. For a detailed list of recyclable products, please refer to the signs posted at the blue or yellow containers. Cardboard is not currently accepted in the formal recycling program; however, any cardboard placed near the copy machines on each floor and clearly marked "Recycle" will be recycled by a Green Team member.

Letterhead: Lawrence Group will no longer purchase pre-printed letterhead. Letterhead templates are available electronically for your use.

Electronic Documents: Lawrence Group encourages the use of electronic documents whenever possible to reduce the amount of paper used.

Products: Lawrence Group will give preference to purchasing products that are recyclable or made from recycled material, including copy paper, envelopes and notepads. For materials related to construction at Security Building, such as carpet, furniture or paint, please refer to the CIAQ plan.

Equipment: All new equipment purchased by Lawrence Group should meet Energy Star rating standards. In addition, Lawrence Group discourages the use of personal fans or heaters. Lawrence Group encourages employees to shut down any nonessential equipment such as computers, monitors, and printers on a daily basis.

Bottled Water: Lawrence Group will no longer provide bottled water for meetings. We encourage the use of reusable containers for employees and pitchers of tap water for larger meetings.

Food Service: Lawrence Group recommends the use of its preferred vendor list for any catered events, lunch and learns, etc. in the St. Louis office. This list was compiled with consideration for the proximity to the office and types of containers used. All vendors will be asked to comply with our No Bottled Water policy and to use recycled or recyclable containers for food products.



Junk Mail: Lawrence Group encourages employees to unsubscribe to junk mail to reduce the amount of paper received in the office. You can place your unwanted junk mail in the bins on each floor labeled “Unsubscribe Me”, and a member of the Green Team will coordinate removal of your name from the subscriber list.

Daylighting: Lawrence Group recommends that employees adjust lighting levels during the workday to take advantage of daylight and reduce unnecessary lighting usage.

Virtual Meetings: Lawrence Group encourages the use of virtual meetings to reduce unnecessary travel. To learn more about how to set up a virtual meeting or to use WebEx, please call IT Support at extension 1270.

Telecommuting/Flex-Time: Lawrence Group encourages the use of flex time and telecommuting as appropriate and approved by your supervisor.

Green Cleaning: Lawrence Group advocates a high performance cleaning program which includes the use of certified green cleaning products for over 90 percent of cleaning supplies.

No Idling: In St. Louis, the area in front of the Security Building is now a designated No Idling Zone.

If you have any questions about the above information, please contact David Ohlemeyer at extension 1226.