SUSTAINABILITY GUIDELINES

One of Datotel's most important core values is "Improving the community in which we work". Datotel presents our Sustainability Guidelines to be used by all employees in the day-to-day operations for the betterment of our company.

The 'green' movement has brought into the mainstream that sustainability should be a factor in the way we conduct our business. Datotel is in a unique situation that we can not only put in place sustainable solutions for our internal offices, but we can also offer sustainable solutions for our clients, helping them to reduce their carbon footprint and energy consumption all the while effectively managing IT costs and IT goals.

The objective of Datotel's Sustainability Guidelines considers the environmental impacts of what we do, involves using resources more efficiently and reducing waste streams. In 2009, Datotel established a Green Team representing management, staff and a variety of departments to manage company-wide sustainability initiatives. Datotel has been a participant in the St. Louis Regional Commerce and Growth Association Green Business Challenge since 2010 and was recognized by Computerworld for our work on improving energy efficiency in the data center.

OUR EFFORTS TO REDUCE, REUSE AND RECYCLE

One of our primary goals is to continually reduce consumption and waste and to promote recycling within our offices.

- Continue to implement recycling programs that address paper waste and aluminum products.
- Recycle cardboard and packaging on equipment and deliveries.
- Collect, donate and properly dispose of unused computer equipment including monitors, printers, laptops and processing units.
- Make available energy credits/offsets for those clients that are interested.
- Operate our office in a virtual desktop environment.
- Switch all office computers and virtual desktops to automatically go to sleep mode after a set time of non-use or discontinued use, reducing energy consumption.
- Replace bottled water with pitchers of water for all internal and client meetings.
- Promote teleconferencing or web conferencing for remote meetings when appropriate.
- Track, monitor, manage and optimize data center energy use.
- Educate and engage employees, clients and others on the importance of conserving resources, reducing waste and recycling.

DATOTEL

PAPER

- We are continuing to move toward a paperless work environment. This includes web based invoices, full scanning capabilities, electronic filing system, e-fax documents, electronic policy issuances and digital archiving of historical files.
- Purchase 51-100% Post-Consumer Recycled Paper Products (Processed Chlorine Free, PCF) for letter paper, envelopes and notepads.

PURCHASING

When it comes to purchasing new products or equipment, Datotel's goal is to enhance our supply chain's environmental sustainability and, where practicable, seek out environmentally friendly suppliers.

- Purchase energy efficient computers, servers, printers, copiers and appliances that meet ENERGY STAR rating standards.
- Use *Green Seal, Design for Environment* or other certified cleaning products for cleaning supplies.
- Use products that are locally available, contain easily renewable materials, and have high recycled content.
- Purchase only low-emitting materials, e.g. adhesives, sealants, paints, coatings, carpet, composite wood and laminate adhesives. ■

ABOUT DATOTEL

Since its founding in 2004, Datotel has developed into one of the top IT service companies in the St. Louis area. Datotel brings quality cloud computing and colocation services to clients in the financial, non-profit, medical, legal, construction and professional service industries and specializes in working with clients to transform their IT. Additionally, Datotel offers a carrier-class data center facility complemented with a full suite of IT services to manage technology systems for its clients. Datotel is SSAE 16 (SOC1) certified and has a state-of-the-art, 30,000 square foot colocation facility in downtown St. Louis and a second location in the Chicago metro area. For more information, please visit www.datotel.com, e-mail services@datotel.com or call 314.241.9101.

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