



Quintain Marketing, Inc.

Sustainability Policy

“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

- World Commission on Environment and Development

Quintain Marketing believes that all businesses, big and small, can play an important part in the promotion of sustainable development. As a small company, we are committed to doing our part to demonstrate leadership, responsibility, and accountability regarding sustainability. This policy outlines our commitment to reduce our environmental impact while balancing social equity and economic vitality. We believe that companies can be socially and environmentally responsible while continuing to be economically successful, and we strive to do all three.

As a promotional marketing distributor, we believe our initial focus should be where we have the most impact: facilities, products, and supply chain. To that end, following are the goals we have set in the areas of social responsibility, climate change, green buildings, sustainable forestry, and environmentally sustainable products.

Social Responsibility

In accordance with our company values, we believe in conducting business in a socially responsible manner based on the highest ethical principles of trust, teamwork, honesty, and respect for the rights and dignity of others. We are determined to build our business with partners who ensure their employees are treated ethically, in accordance with all applicable contractual obligations, regulations, and laws. Accordingly, we will commit to continuing to advance the following social responsibility standards:

- Driving good corporate governance, honest and transparent actions on the part of management, correct supervision thereof, the acceptance of responsibility for that supervision, and compliance with all applicable corporate governance rules.
- Support charitable activities and actively encouraging all our associates to engage in community outreach and charitable work.
- Advancing the diversity of our workforce.

Environmental Impact

Climate Change

We believe that the wide array of impacts and risks associated with global climate change must be addressed and that long-term financial results must be considered when addressing these risks. We endeavor to link our corporate decisions with their lasting environmental effects, and in doing so we will undertake the following initiatives:



- Assess the connections between climate change and our operations and develop strategies for minimizing and mitigating our environmental impacts.
- Develop and implement new corporate policies and procedures for reducing and mitigating risk, measuring our carbon footprint, and setting greenhouse gas reduction targets and energy efficiency goals.
- Stay abreast of climate change policy dialogues to reduce financial risks and enhance competitive opportunities.
- Continue to optimize the environmental footprint of our distribution network.
- Continue the practice of purchasing 100% of the energy needed to power our facilities from wind power sources.
- Encourage the use of local vendors when sourcing products for our customers in an effort to reduce air emissions from delivery vehicles.
- Continue efforts to reduce associate vehicle miles traveled through a variety of means (telecommuting, carpooling, mass transit).

Green Buildings

We believe that the way buildings are constructed and operated have a significant impact on the environment, human health, and the economy. At our headquarters in Annapolis, Maryland, we will continue to phase in the following features and practices:

- Low volatile organic compound (VOC) adhesives, sealants, and paints.
- Use of sustainable cleaning products and procedures.
- Use of environmentally preferred break room and facility supply products.
- Natural or cultivated grasses and plantings indigenous to the area for the lawn and landscaping.
- Outdoor lighting that is activated by photo cell to limit lighting to dark hours only.
- Reduced paper usage through electronic data storage and double-sided printing.
- Recycling programs at our facilities for paper, glass, plastics, metal, batteries and electronics.
- Diversion of compostables from landfills.

Sustainable Forestry

We believe in sustainable forestry including protecting endangered forests and other natural resources used to manufacture paper. We are committed to supporting sustainable forestry in our purchasing practices. Accordingly, we will commit to the following paper procurement standards:

- Give purchasing preference to products that use wood fiber from sustainably managed forests and not endangered forest ecosystems, as well as to paper derived from forests that are third-party certified as sustainably managed under a credible forest certification system.
- Where we are purchasing paper for a customer, encourage the use of sustainably manufactured paper products.



Environmentally Sustainable Products

We believe that promoting environmentally sustainable products is a critical and significant way to minimize environmental impact. Accordingly, we will continue the following practices:

- Evaluating and expanding the sustainable product options that we offer to customers.
- Working with suppliers to develop more efficient and sustainable shipping practices and packaging materials.
- Enhancing the efficiency and sustainability of our shipping practices and packaging materials.
- Promoting and using internally other environmentally sustainable products.

Post Consumer Waste

We believe that promoting products with post consumer waste content is an important step in helping to reduce our impact on the environment. Consequently, we are committed to promoting the recycling of office paper and the purchase of recycled content paper, particularly paper with post consumer waste content. In support of these commitments, we will:

- Increase our use of post consumer recycled paper for internal printing and copying.
- Increase our use of post consumer recycled paper in all our marketing materials.
- Use targeted marketing to produce fewer printed catalogs and marketing materials.
- Decrease the use of paper internally by encouraging our associates to practice two-sided copying and more electronic data storage, amongst other steps.