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Rideau's Corporate and Environmental Policy  
March 2020

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## Rideau's Corporate and Environment Policy

At Rideau, we strongly believe that recognition of our environment is just as important as the recognition of people. The environment and its protection is everyone's concern, so as a company and as individuals, we are dedicated to helping build a sustainable environment. Because Rideau's logistical operation is so extensive, there are numerous and varied practices that must be addressed as we are determined to become an industry leader in environmental stewardship. Rideau's Environmental Policy and Rideau Environmental Management System (REMS) includes the following key areas of focus:

- Water Consumption
- Factory Operations
- Waste Management
- Employee Communication & Education
- Services Offered

The EcoAction at Rideau oversees the various processes and reporting related to REMS throughout the company. The committee is responsible for the planning and implementation of environmental initiatives and projects.

### Water Consumption

Rideau conforms to the strictest air and water quality standards set by federal, provincial and municipal authorities. We carefully monitor all of the water waste generated in our factory operations. Our electroplating water effluent is tested and recorded daily using a state of the art computerized monitoring system. A sample of wastewater is sent to an independent testing laboratory twice a year to ensure conformity with all laws and regulations. These reports are sent to the local authority twice a year in compliance with local laws.

In the last five years, water consumption at Rideau has been reduced from 20 litres a minute to 5 litres a minute and has been maintained at that level. Rideau has additionally reduced the cycle of filter changing from once per week to only once every two weeks. We also recycle water consumed for the plating process; this is used to cool all machinery that requires water coolers. The once-through, non-contact cooling water is passed through the equipment and is then diverted to the electroplating department rinse tanks before passing through the pollution control system. The quantity of water used in this process has been reduced from 4000 litres a day to less than 400 litres per day. This is documented in the application for our pollution control of waste water. Moving forward, all new equipment must either have a closed loop cooling system or must be "looped" into the existing system.

Rideau does not track the municipal water used for sanitation and cafeteria kitchens, but is dedicated to reducing the use of treated city water by analyzing our processes. A proper water filtration system has been implemented throughout the entire facility to ensure clean, filtered drinking water is available to employees at all times. The implementation of this new system was paired with a campaign encouraging employees to reduce their own waste by eliminating the purchase of bottled water in light of the resources available at Rideau.

### Factory Operations

Our modern manufacturing facility uses the latest environmental technologies and procedures and is equipped with anti-pollution equipment. All chemical waste is stored and disposed of with an accredited company twice a year. Over the last five years, Rideau has seen the elimination of Trichloroethylene from

2547 kg to 0, the reduction of Sulphuric Acid from 10 gallons per week to one gallon per week, and the reduction of Nitric Acid from five gallons a month to 1/2 gallon a month. Rideau recycles all gold, silver, pewter and brass excess material used in our manufacturing processes. Furthermore, Rideau is dedicated to reducing greenhouse gasses by converting existing equipment that uses natural gas to electricity. Wherever possible, new equipment purchases will use electricity.

Rideau has an electroplating department that has a full pollution control system. Rideau is fully compliant with all provincial and federal laws and has a government issued permit to operate the system. Effluent containing acids and cyanides are neutralized in the pollution control system; the government does an unannounced spot inspection twice a year and the company must send out sample waste effluent to an independent lab twice a year. The effluent stream contains trace amounts of nickel, copper, tin and lead, all well below the limits allowed by law. Hazardous waste filters and sludge from the nickel and copper solutions are stored in a secure containment area and on an as needed basis, are sent to a qualified certified waste disposal company for disposal. Rideau keeps a log of all water testing, chemical and waste disposal, paper metering of the PH in the plating department and records the testing and maintenance of the PH and ORP probes in a continuous attempt to monitor our pollution control. To ensure protection from chemical leaks, all chemicals and plating tanks have emergency containment tanks.

We are proud of the considerable improvements made to our factory operations and are dedicated to continuing to reduce or eliminate hazardous chemicals with environmentally friendly newer products as they become available in the supply chain. Some of our greatest accomplishments include the following:

- **Closed looped water recycling unit for vortex ring polishing unit:** The vortex polishing unit uses a solution of water and soap. The wastewater used to go through a series of settling trap tanks; this process used 20 litres of water per hour. Rideau recently purchased a closed system that recycles the water with no wastewater going to the sewers.
- **Elimination of solvent degreasing Trichloroethylene 1.1.1 in the cleaning process of rings:** Previously to clean the rings, the polishing compound residue Trichloroethylene 1.1.1 (a known carcinogen) was used. Rideau developed a new cleaning system using a special biodegradable soap to remove the compounds. Additionally, Rideau voluntarily retired its Trichloroethylene 1.1.1 units established by the Government of Canada. Rideau had the choice of reducing its usage over a period of five years, selling its allotted units to another company or retiring its units. Rideau decided not to sell its units but retire its allotment, two years earlier than required.
- **Elimination of Tri-Sec dryer to dry rings after the finishing process:** Rideau recently eliminated the use of the Tri-Sec dryer (the chemical used in the process is a known carcinogen) and converted to environmentally-friendly Stream Drying.
- **Reduction of heavy metal waste in the ring plating department:** Rideau engaged an outside consultant and examined the gold drag out waste solutions going into the waste water system. The results of the study and implementation of the recommendations equated to a 1000x reduction of the solution going into the waste water system.
- **Elimination of chemical stripping “bombing” of the oxide surface of rings and lapel pins:** Previously, the rings and lapel pins were stripped of the oxide skin by dipping them in a bath of highly toxic sulphuric acid followed by another of nitric acid. Rideau invested in a state of the art casting system which employs argon gas to eliminate the oxide surface. An atmospheric annealing oven was purchased to remove the oxides from the lapel pins; the oven makes use of an ammonia dissociate which converts anhydrous ammonia to hydrogen. The result of the two purchases has dramatically eliminated Rideau’s emissions of toxic chemicals.

- **Elimination of lead in our Pewter Casting operation:** Rideau worked extensively with its supplier to come up with a superior “lead free” product.
- **Elimination of glass and wood waste in the framing department:** Rather than throwing the leftover waste from the certificate framing department, the wood and glass is now sent to a facility that processes these materials for post-consumer use.

## Waste Management

Rideau’s head office features a full-scale recycling program designed to reduce waste throughout the company. This program includes the recycling of paper and light cardboard materials as well as plastics, glass and metal products. Recycling bins are strategically placed throughout the offices, cafeterias, factory, shipping and receiving areas. All recyclables are collected daily and periodically shipped to external recycling facilities. Rideau is currently in the process of applying for Level Two certification from the “ICI ON RECYCLE” program developed by the Government of Québec.

Rideau does not only encourage recycling, we also include recycled materials in our own daily operations. The cardboard used in the boxes for the packaging of rings and jewellery is made from recycled paper. All shipping materials, (i.e. paper and corrugated boxes) are made from recycled paper. Rideau uses Newsprint, Kraft paper and corrugated boxes, all manufactured from post-consumer waste. Rideau purchases anywhere from 30 to 35 tons of newsprint and about 250 to 300 rolls of Kraft paper per year. They each have approximately 95% post-consumer waste. Rideau purchases 13 418 lbs of boxes a month (161 024 lbs a year); these are made from about 60-65% post-consumer waste. Rideau’s packaging team undergoes extensive training on Rideau procedures and policies. We also organize refresher trainings annually on how to package with the least amount of materials, while still ensuring the product is protected and secure.

The company is currently working towards ensuring that all paper products, from jewellery boxes to packaging materials, are to be made from recycled products. Rideau is working with suppliers to ensure conformity. Rideau also accepts back brochures from recipients for recycling. Product returns that are not re-sellable due to minor defects or are in need of minor repairs are reconditioned and then either donated or sold with proceeds going to different causes.

## Employee Communication & Education

Rideau has an ongoing education and training program in place that focuses on continuous improvement regarding our environmental practices. As various initiatives and programs are implemented, employee communication sessions are held to ensure that the processes are followed properly. The attainment of employee engagement is fundamental to all of Rideau’s actions. Without the support, encouragement, and desire on the part of our employees to see and make changes, nothing will be accomplished.

For this reason, Rideau has established the EcoAction Committee, which is comprised of at least one employee from each department. The principle role of a committee member is to be the representative for Rideau’s environmental practices on a day-to-day basis, by communicating with other coworkers and attempting to garner interest in various projects. Since its inception in 2008, the committee has helped to implement the company-wide recycling program, eliminated Styrofoam cups and plastic stir sticks from the cafeteria, introduced fair trade coffee and products in the cafeteria and vending machines, organized an Earth Day educational seminar, and overseen the implementation of bio-products in the washrooms.

Some ongoing and future projects include:

- Reducing paper waste by printing double-sided, discouraging printing where unnecessary, examining client programs that can be moved completely online, switching to electronic pay stubs, etc.

- Completing an energy audit to facilitate switching to energy efficient light bulbs and electronics
- News articles regarding environmental issues and ongoing environmental projects in our Tribunes quarterly newsletter which is distributed to all employees
- Organizing seminars to be held at lunchtime for employees, that touch on any matter of topics including: gardening and composting, how to avoid greenwashing, fun environmental activities for kids, how to measure and improve upon your carbon footprint, sustainable transportation, etc.
- Implementing a carpooling program across the company

## Services Offered

Rideau's merchandising department has expanded its entire product line with the intention of encouraging current and future clients to re-examine their ability to make a change for social and environmental good by simply changing their product selection and incorporating more "green" products. Our involvement in industry associations, along with our supplier relationships keeps us on the cutting edge of environmentally responsible products. In terms of products manufactured at Rideau, we are working towards ensuring that all products will incorporate raw materials that are recyclable and that respect the environment. These should also be designed for longevity. One of Rideau's future goals is to investigate and evaluate the life cycle of all our product offerings in an attempt to harness even deeper responsible environmental practices, and to better satisfy our clients' growing interest and need for sustainable products.

Rideau is not only focused on improving and growing upon our own environmental policies and initiatives, we are also interested in helping other companies do the same. We are currently researching and investigating the potential for a rewards and incentives program that would encourage employees to reduce their carbon emissions by finding alternative means of transportation to work. Rewards would be eco-friendly product only.

The goal of this new program is to dramatically change a company's approach to carbon offsets, with employee engagement in mind. Corporate social responsibility practices, including a company's sustainability initiatives, must inherently focus on the employee to ensure the collective action is indeed supported at all levels. The incentives program that Rideau is developing would most certainly help this cause.

## Rideau Environmental Management System (REMS)

To ensure the purpose of the REMS will be achieved, the environmental management plans will be established as follows:

- Objectives to be achieved
- Management strategies
- Tasks
- Responsibilities
- Frequency
- Monitoring and reporting
- Corrective actions

## Waste Water Effluent Treatment Electroplating Department

The main source of pollution to be managed is the neutralization of effluent produced from operating the electroplating department (acids and cyanides)

### Performance objectives:

To minimize the impact of the polluted wastewater effluent from the electroplating department. Ensure compliance and conformity with Bylaw 2008-47 of The City of Montreal for the release of wastewater into the sewage system.

### Management Strategies:

The performance objective will be achieved by following the management strategies. Employ a computerized system to measure / treat / neutralize polluted water effluent.

### Tasks:

Personnel training on the use, maintenance and repair, as required, of the electroplating effluent monitoring system. Arrange for independent third party laboratory testing twice yearly. The results are to be forwarded to the local regulatory government.

### Responsibilities:

The REMS is the responsibility of Rideau's Director of Manufacturing. The actions outlined are the responsibility of the manager and employees of the department.

### Performance Indicators:

Zero non-conformities of wastewater.

### Monitoring and reporting:

Any non-conformities are to be reported to the local authority. A log book is to be kept with all test records.

### Corrective actions:

The verification of computerized wastewater treatment equipment and the replacement of any defective equipment.

## Material Safety Data Sheets (MSDS)

The manufacturing facility uses many hazardous chemicals and a variety of raw materials in production.

### Performance objectives:

To maintain up-to-date MSDS records of all raw materials and hazardous waste.

### Management Strategies:

The performance objective will be achieved by following the management strategies. Logs are to be kept in three specific areas within the company: the electroplating department, HR and the emergency health and safety room.

### Tasks:

Arrange to receive MSDS records from raw material providers and ensure they are attached in the three log book locations.

**Responsibilities:**

The management of the MSDS records are the responsibility of Rideau's Director of Manufacturing, Plant Manager and Purchasing.

**Performance Indicators:**

To meet the directives of the CSST health and safety regulatory body of Québec.

**Monitoring and reporting:**

Undertake an annual audit of all raw materials and keep logs in the three departments mentioned above.

**Corrective actions:**

Undertake to audit log books immediately if the MSDS records are missing.

## Calibration and Testing of Anhydrous Ammonia Sensor Alarm (AASA)

The production process uses highly hazardous Anhydrous Ammonia.

**Performance objectives:**

To ensure the safety of the employees in case of a gas leak.

**Management Strategies:**

The performance objective will be achieved by following the management strategies. Maintain the AASA and have awareness training for all employees in the immediate area.

**Tasks:**

Testing and calibration of the AASA, annual training and awareness for all employees in the immediate vicinity and for any new hires.

**Responsibilities:**

The upkeep of the AASA is the responsibility of Rideau's Director of Manufacturing, Plant Manager, the Factory Maintenance employees, security and HR.

**Performance Indicators:**

Zero complaints related to gas leaks or air quality. AASA equipment to be maintained and tested as per schedule.

**Monitoring and reporting:**

Testing of the AASA is to be done by security every three months, as per the schedule and log book kept with HR of the test results. Report any alarms or leaks to upper management immediately.

**Corrective actions:**

Recalibrate the AASA after failed tests.



## Hazardous Chemical Waste Disposal

The electroplating department creates hazardous chemical waste and filters from the process are to be disposed of.

### Performance objectives:

To minimize the impact of chemical waste from the electroplating department. Ensure safe handling and storage of all chemicals. Compliance and conformity with Bylaw 2008-47 of The City of Montreal for the storage and disposal of hazardous chemical solutions and chemical solid waste (CSSW).

### Management Strategies:

The performance objective will be achieved by following the management strategies. Send all CSSW to an accredited disposal facility.

### Tasks:

Train all electroplating employees on the safe handling of hazardous waste. Arrange for the CSSW to be sent to an accredited disposal facility, as needed.

### Responsibilities:

The management of the CSSW is the responsibility of Rideau's Director of Manufacturing and Plant Manager.

### Performance Indicators:

Zero chemical spills and accidents.

### Monitoring and reporting:

A log book is to be kept with PO's and Invoices from accredited suppliers and record any spills and accidents. All spills are to be reported to HR and the local authorities.

### Corrective actions:

Immediate reporting to the Director of Manufacturing in the case of a spill or accident

## Recycling and Disposal of End-of-Life (EOL) Computer Hardware

The company relies heavily on computer hardware, which eventually runs its life cycle.

### Performance objectives:

To dispose of the end-of-life hardware in an environmentally friendly manner.

### Management Strategies:

The performance objective will be achieved by following the management strategies. Find a responsible recycling company for end-of-life hardware.

### Tasks:

On an as needed basis, arrange for the recycling/disposal of spent hardware.

### Responsibilities:

The Helpdesk Director and Helpdesk personnel.

### Performance Indicators:

An environmentally responsible certified recycling facility.

**Monitoring and reporting:**

Logs to be kept at helpdesk.

**Corrective actions:**

Not applicable

**Environmental Issues HR Communication**

Educating company employees on the environment.

**Performance objectives:**

To have continuing education and communications to company employees on the benefits of being environmentally friendly, reducing waste and recycling.

**Management Strategies:**

The performance objective will be achieved by following the management strategies. Arrange for workshops, waste reduction training and communication on environmentally friendly projects and initiatives at work and at home.

**Tasks:**

Arrange for workshops, communications and environmental projects. Quarterly articles communicated in the company newsletter.

**Responsibilities:**

The Director of HR and the HR department are responsible for the actions in this plan.

**Performance Indicators:**

Employee participation.

**Monitoring and reporting:**

Director of HR to report on the EcoAction Committee to the Executive Committee, quarterly.

**Corrective actions:**

Not applicable

## Recycling

### Performance Objectives:

Rideau was certified level one for the two years and attained a level two certification in 2018 from Ici On Recycle. Although we have not renewed our certification this year, we have continued to put in place activities that help reduce, reuse, recycle and/or recover various materials as well as to educate our employees and visitors in helping us attain this objective. This level is also designed to help us optimize our performance in residual materials.

### Management Strategies:

In order to meet the requirements, we have identified different strategies:

1. Realize a minimum of three informational and/or sensitization activities with our employees and visitors.
  - a) Publish articles in our employee newsletter to promote and educate our employees on various recycling elements. This newsletter is also shared with our key visitors.
  - b) Provide employees with a recycled bag that they can use daily; to continue to promote the use of the Rideau employee lunch box.
  - c) Include recycling ideas in our quarterly employee Town Hall meetings, which they can use in their personal and professional life.
2. Put in place a minimum of five measures to reduce and/or reuse our waste
  - a) Offer to all of our employees and visitors (clients, suppliers) reusable cups, utensils, water distributors etc.
  - b) Return wood pallets to companies that reuse them
  - c) Organize activities such as battery collection, clothing donations etc.
  - d) Donate safety shoes which are still in good condition to charitable organizations
  - e) Donate or recycle old computer equipment to various organizations
3. Put in place recycling measures for a minimum of three waste categories:
  - a) Recycle paper and corrugated boxes
  - b) Recycle excess materials (brass, copper, steel and aluminum)
  - c) Set up designated areas to collect plastic bottles and aluminum cans

### Tasks:

Our EcoAction Committee implements and monitors our program. We have arranged with different external vendors to meet our goals and reach this level of certification. Educational and awareness activities are being coordinated with the assistance of our Human Resources department.

### Responsibilities:

The actions outlined are the responsibility of Rideau's Director of Manufacturing, who oversees the implementation of the various activities and is assisted by the environmental and safety committee.

### Performance Indicators:

Successful implementation and certification.

### Monitoring and Reporting:

The Committee meets every month to monitor the implementation and identify corrective actions. Final reports will be sent to Ici On Recycle! in order to obtain certification.

**Corrective Actions:**

No corrective action at this time, as we are in the process of attaining our level 2 certification.

**Communications & Printed Material**

Rideau continues to seek ways in which our programs can make a positive impression on the environment. In doing so, we are always diligent in our selection of material used for Rideau and our clients.

**Performance Objectives:**

Rideau's commitment to moving towards a greener planet and the continued use of recycled material, as much as possible.

**Management Strategies:**

To ensure our designers will always select to use eco-friendly materials and when possible, ensure that we are using the highest percentage of recycled post-consumer materials that are available.

**Tasks:**

- FSC (Forestry Stewardship Council) certified paper is used for all printed program material.
- All gift boxes and wrapping are made of recycled material. All gift bag packaging is now available in reusable bags made with recycled content.
- Wherever possible, we have tried to use water-based inks instead of solvent-based inks. The biggest difference between water-based inks and solvent-based inks is the solvent. Water used instead of organic solvents, reduces the Volatile Organic Compound (VOC) emissions, prevents air pollution and is much more eco-friendly. Instead of varnishing certain materials, we have used Ultraviolet-curable (UV) inks. UV-curable ink takes advantage of different wavelengths of ultraviolet light and energy to make the ink form into film and dry. The main advantages of UV inks are as follows: (1) no solvent; (2) fast drying, less energy-consuming; (3) shiny, and colourful; (4) water resistance, solvent resistance and good wear resistance. At present, UV ink has become a more mature ink technology; it has no pollution emissions. This is the technique we are using in place of lamination to make the toolkits sturdier while providing a nice finish.

**Responsibilities:**

It is the responsibility of our Director of Communications and our Purchasing department to ensure these requirements are being respected.

**Performance Indicators:**

Rideau does not purchase any non-recycled printed material.

**Monitoring and Reporting:**

We believe it is extremely important that recipients and our clients realize that Rideau has done our utmost to reduce the environmental impact. So, wherever possible and whenever appropriate, we are featuring the proper environmental logos on the materials we have created.

We have taken the statement Reduce, Reuse and Recycle even further. We have compiled a list of ideas for recipient consideration for repurposing their program components.

**Corrective actions:**

Not Applicable.

## Corrugated Waste Management

Rideau handles thousands of items daily, and we ensure the corrugated material that it comes in is recycled.

### Performance objectives:

To ensure that all of our corrugated material is recycled.

### Management Strategies:

The performance objective will be achieved by following the management strategies. Training is given to employees in the warehouse area on where to put corrugated material and select employees are trained on the bailing machine.

**Tasks:** To compile the corrugated material, and prepare it for transport to the recycling facility. This is done on a daily basis.

### Responsibilities:

This is the responsibility of the Director of Operations, the Warehouse Lead Hand, and warehouse designated employees.

### Performance Indicators:

Rideau ensures to recycle all corrugated materials.

### Monitoring and reporting:

Last year we recycled 14.5 tonnes of corrugated material.

### Corrective actions:

Not Applicable.

## Battery Collection

At Rideau, we urge our employees to recycle batteries. To help make it easier, we have set up collection bins in various areas throughout the company.

### Performance objectives:

To dispose of batteries at the end of their life cycle, in an environmentally friendly manner

### Management Strategies:

The performance objective will be achieved by following the management strategies. Awareness training is given to all employees on recycling batteries, and to ensure they go to a responsible company for disposal.

### Tasks:

On a monthly basis, the bins are brought to the proper recycling facility.

### Responsibilities:

The EcoAction Committee with help from HR Communications.

### Performance Indicators:

An environmentally responsible certified recycling facility.

### Monitoring and reporting:

Not Applicable.

### Corrective actions:

Not Applicable.

## Tree Canada Partnership



## Rideau Recognition Solutions 2019

We planted a total of **31,581** trees across Canada in 2019. Tree Canada looks forward to continuing this great partnership, and to planting many more trees nationwide in years to come.

### National Greening Program

#### British Columbia

Trees planted by Rideau in 2019: 2,753

#### Prairies

Trees planted by Rideau in 2019: 8,864

#### Ontario

Trees planted by Rideau in 2019: 12,247

#### Quebec

Trees planted by Rideau in 2017: 5,353

#### Atlantic

Trees planted by Rideau in 2017: 2,519

#### Northern Region

Trees planted by Rideau in 2017: 45



Tree planting provides many benefits to humans, wildlife, and the environment. Trees provide food for people and animals, reduce noise pollution, and beautify our landscape. They capture carbon and prevent soil erosion, which prevents water pollution. Tree Canada is proud to be working with Rideau Recognition Solutions in our shared goal of *growing better places to live*.

Rideau Recognition Solutions received the prestigious Eterne Award, which is the Tree Canada's highest honour. It is given to those companies who support Tree Canada and exemplify the very best in environmental stewardship.

### Sample Client Environmental Initiatives Communication



*Seasons*  
UNITE · SERVICE · LEADERSHIP



*Saisons*  
UNITÉ · SERVICES · LEADERSHIP

### Our Commitment to the Environment

Rideau continues to seek ways in which the Seasons program can make a positive impression on the environment. In Rideau's day-to-day business, Rideau has found ways to cut greenhouse gas emissions, reduced waste, increased recycled content of our products, re-evaluated the origin of the materials used and included green products within our award selection.



### Planting Trees for Every Award with Tree Canada

*Thanks for People and Planet*

For every award presented as part of the Seasons program, Rideau Recognition Solutions plants a tree within the Canadian region of the award recipient. There is no additional cost to the Seasons program for this initiative.

That means, Seasons plants 30,000 trees a year, which is the equivalent of 16 hectares or 40 acres, thus generating a brand new forest the size of 14 soccer fields every single year. Over the course of an eighty-year lifetime, an average tree sequesters approximately 200 kg of CO<sub>2</sub>, which contributes to diminishing our impact on climate change. Also, one tree produces enough oxygen per day for four people to breathe. Each tree planted is our way of recognizing the importance of nature in our Canadian heritage and of moving towards a greener planet.

As importantly, the planting of trees serves as an extra form of recognition. Young and emerging employees continue to cite the importance of making a real difference to the world around them as a reason to stay with an organization. These employees receive exponentially powerful recognition, receiving not only the award, but also the knowledge that they have added to the solution for a better world. Every recipient receives a Tree Certificate with every award as well.

Rideau partners with Tree Canada to support this program. Tree Canada is a Canadian not-for-profit charitable organization, which has planted over 75 million trees since it was founded in 1982.

Please see <http://www.treecanada.ca/> for more information.





## Recycling Initiatives for Seasons Program Materials

Rideau is committed to moving towards a greener planet. In addition to our environmentally friendly award and certificate packaging, we have concluded that we can take the statement Reduce, Reuse and Recycle even further. We have compiled a list of ideas that we hope you will take into consideration for repurposing the components included in the Seasons Long Service Awards Program.

- |   |   |   |   |
|---|---|---|---|
|  | Use in the garden to extend mulches, suppress weeds or cut up and add organic matter to the soil. |  | Use to package a special gift.  |
|  | Cut up to make gift tags.   |  | Organize & store small items.   |
|  | Create fun kids crafts.   |  | Use to mail a gift.   |
|  | Use to plant seedlings for the garden or as a foundation for new garden beds.                     |  | Use as a cat toy.   |
|  | Use to pad a parcel.  |  | Encourage recipients to return their selection kits to Program Coordinators if the kit remains in good shape, to help reduce waste so kits can be reused. |

As a coordinator, remember that you have access to a PDF version of the catalogues online. To save paper, e-mail the catalogue to recipients instead of printing it.

## Maximizing Recycled Content - Reducing Costs with Every Detail

The Seasons Long Service Awards Program maximizes the use of reusable, recyclable, or recycled materials for all print components in the program.

-  **Recognition Certificates - Harmonized Packaging**  
Stickers on the backside of the Seasons certificate frames have been eliminated. Instead, the same content is printed directly on 100% recycled Kraft paper affixed to the back of the certificate - removing two stickers from production, to reduce paper and adhesive elements. This amounts to over 25,000 labels eliminated from the program every year.
-  **Selection Kits - Recycled Material**  
Seasons selection kits are all printed on 100% post-consumer recycled material made in Canada.
-  **Processed Chlorine Free**  
Paper has certification from the Chlorine Free Product Association (CFPA). Processed Chlorine Free (PCF) paper is manufactured with no chlorine.
-  **Ecologo**  
Paper has certification from Environment Canada's Environmental Choice Program. This certification identifies environmentally friendly products. Product fulfills criteria, including greenhouse gas emission, water and energy resources consumption and use of recycled fibre.
-  **FSC Recycled**  
Paper has Forest Stewardship Council Certification (FSC). It supports responsible use of forest resources. FSC Recycled certifies the 100% post-consumer content of a product, taking into account all transformation steps, from raw material to consumer product.



#### Biogas

Gas produced from the decomposition of waste in a landfill, which is transported to the mill and used in the papermaking process. Using this green energy substantially reduces greenhouse gas emissions.



#### Permanent Paper

Criteria and certifications established by the American National Standards Institute (ANSI). Alkaline or neutral paper that can resist aging for more than 100 years under normal warehousing conditions.



#### Gift Boxes and Gift Wrap - 100% Recycled Material

All gift boxes and wrapping are made of 100% recycled material.

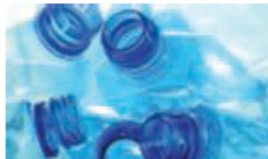


#### Gift Bags - Recycled Material, Reusable

All gift bag packaging is now available in reusable bags, allowing each Seasons gift bag recipient to proudly promote the difference they make.

## Developing Internal Reduction Programs - Less is More

Rideau continues to find efficient, effective ways to develop a greener working environment.



#### Plastic Water Bottles - Eliminated

Rideau's head office has completely eliminated the use of plastic water bottles. An internal filtration system has been installed as an alternative.



#### Internal Recycling Program - Implemented

Rideau's internal recycling program has removed over 90.5% of our recyclable waste from our garbage. For example, 8 tonnes of cardboard are recycled every month by Rideau. 136 trees are saved every month. This recycling program diverts not only cardboard from landfills, but also our paper, aluminum cans, batteries, old computers and plastic.



#### External Green Space - Developed

Rideau has revamped its exterior land by adding a green space for employees. Permaculture gardening bins neighbour our picnic tables for all to enjoy. These efforts contribute to making Rideau a better company for the environment.



#### Styrofoam - Eliminated

One of Rideau's biggest achievements has been the complete elimination of Styrofoam from the facilities. Styrofoam is a major pollutant that takes over 500 years to disintegrate. All employees are provided with their own reusable Rideau mug to compensate our removal of Styrofoam mugs in all cafeterias.

## Working with Responsible Partners - Responsibility at Every Level

Rideau's environmental reach extends to its partners and suppliers. In making products that follow environmental sustainability and human rights goals, we are contributing to the recognition of each Seasons recipient and their values.



Rideau is dedicated to finding suppliers who guarantee responsible sourcing of their metals. Rideau has signed on to No Dirty Gold, a voluntary campaign that encourages its participants to re-examine gold and metal sourcing, and promotes responsible mining worldwide. Please see <http://www.nodirtygold.org> for more information.

## Seeking Credible Certifications - Giving Seasons a Visible, Accountable Advantage



### UN Global Compact

As part of its corporate social responsibility initiatives, Rideau signed on to the United Nations Global Compact in 2005. The UN Global Compact's main goal is to encourage businesses to adhere to their ten principles, focusing on human rights, labour, environment and anti-corruption. The UN Global Compact acts both as a policy platform and as a practical framework to help businesses of all kinds to achieve their goals and become responsible and sustainable.

With this commitment in mind, Rideau has since created employee manuals to inform them of their rights. Rideau also developed internal initiatives to increase environmental issues awareness among employees, as well as decrease the company's environmental footprint. Please see <http://www.unglobalcompact.org/> for more information.

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UNITED NATIONS



NATIONS UNIES

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EMAIL: [GLOBALCOMPACT@UN.ORG](mailto:GLOBALCOMPACT@UN.ORG) TEL: +1 212 963 1490  
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRETAIRE GENERAL

REFERENCE

02 March, 2005

Dear Mr. Hart,

Thank you very much for your letter to the Secretary-General expressing your company's commitment to implement the Global Compact's principles and to use the Compact as a forum for advancing responsible corporate citizenship. We appreciate your leadership and welcome your participation in what has become a rapidly growing movement to underpin global markets with universal principles on human rights, labour standards, environmental sustainability and anti-corruption practices. The Compact seeks to contribute to the Secretary General's vision of building more sustainable and inclusive global markets by embedding in them shared values that will provide access and opportunities for the world's poorest, most vulnerable populations.

The Global Compact pursues two complementary goals. The first involves efforts to internalize the Compact and its principles by making them part of business strategy and operations. The second is to catalyze cooperation and collective problem solving between different sectors and stakeholders. As a voluntary initiative, we build on your commitment and sustained actions, while emphasizing public accountability and transparency. Specifically, we expect you to undertake the following:

➤ **Communicate That You Are a Global Compact Participant**

As a first step, you are expected (i) to inform your shareholders, personnel, suppliers, clients and the general public about your decision to participate in the Global Compact and (ii) to publicly advocate the Global Compact wherever possible. Communications vehicles can include websites, letters, press releases, speeches, etc. To ensure your company's commitment extends beyond any individual leader, the CEO and the Board of Directors should fully back this process. In this way, the Global Compact employs a "Leadership Model."

Mr. Peter Hart  
CEO  
Rideau Orders, Decorations & Medals Inc  
St-Laurent

## No Dirty Gold

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## Certificate for Recycling Old Electronics

  
electronicrecyclingassociation

### CERTIFICATE OF DESTRUCTION

THIS IS TO CERTIFY THAT ON **Jan-25-16**  
THE ELECTRONIC RECYCLING ASSOCIATION RECEIVED  
**166 Hard Drives**  
FROM **Rideau**

This document certifies that the Electronic Recycling Association has successfully received the aforementioned equipment. All electronic data assemblies have been securely destroyed and handled for commodity recycling. Completed assemblies will not be offered for remarketing. After the date listed above, all liability for the aforementioned equipment has been transferred to the Electronic Recycling Association.

On behalf of the Electronic Recycling Association,  
I would like to thank you for the generous donation and support. Completion of services have been confirmed by:

Yours Sincerely,

Chantelle Coddington  
Authorized Representative  
Electronic Recycling Association

Head office: Calgary | 1301 34 Ave SE | T2G 1V8 | 403.262.4488  
1.877.9.EWASTE | [www.era.ca](http://www.era.ca)

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