

## Royal Envelope Sustainability Policy

My name is Michael Pusatera. I am one of the owners of Royal Envelope. I am the Responsible Corporate Official responsible for creating and maintaining Royal's Sustainability Policy. Having Royal act as a responsible corporate entity is of the highest importance to all of us here.

Our logo may be blue, red, and yellow but Royal has been thinking green for a long time now. Our family has run this company for over thirty years and we have always balanced the needs of the income statement, employees and customers. However for the past 10 years our impact on the environment has taken on an increasingly important role. Our families and yours live on this wonderful planet that God has blessed us with. We are doing everything we can to contribute to having a positive impact on the people and land around us. We want both our customers and vendors to understand all of our in house policies and we encourage all of them to participate in the best ways possible for them.

One of our most important decisions was to become FSC certified. We are committed to the principles and goals of this highly effective and regarded association.

### **Compliance**

Meeting and exceeding government regulations concerning health and safety issues is an ongoing process. All of these policies shown here were created to keep Royal Envelope any and all regulation concerning the environment and our employee's safety. We have permit necessary permits from the City of Chicago and the EPA.

### **Risk Reduction, Prevention, Resource Management**

We are committed to monitoring our process and raw materials to make continued improvements to our plant. All of our production systems and machine layouts are designed to prevent situations and/or conditions that create a threat to our people or the environment.

### **Continuous Improvement**

We are committed to continuous improvement. Our safety committee does research and applies the new ideas to our current systems to be sure we are using the latest techniques and technology available. There is constant cross training to ensure that all new systems and techniques are being properly incorporated into our plant. Management and employees are constantly investigating the marketplace to be sure that we have the most up to date information needed to ensure safety and responsibility to the environment.

### **Communication**

Royal Envelope is committed to constant interaction between vendors, clients, and employees to get productive feedback. All of this information is shared with internal and external stakeholders.

## **Recycling Program**

We are always looking for additional options in recycling as many materials used in our plant as possible. The recycling program is listed below.

### Raw Materials

- Paper – All of our waste paper is recycled. This includes cutting waste, window chips, folding waste, office paper use, and shipping paper material. We separate into the following categories: plain cuttings, printed cuttings, plain no patch blanks, printed no patch blanks, blanks with patch, blanks with gum.
- Patch – All patch waste is recycled with out stretch wrap.
- Ink – All unusable ink is taken away by a solvent disposal company.
- Corrugated – All unused corrugated is baled separate from other material. This includes our carton waste and all shipping materials or vendor corrugated that enters the plant.
- Gum – We use up to 6 various types of gum. We give the empty totes/drums to the solvent disposal company or are taken by the gum companies

### Employees

- Hearing – Protective hearing aids is required in the plant. Noise levels are periodically recorded and monitored.
- Physical Safety – The safety of our employees is a high priority for Royal Envelope. We follow all OSHA rules and regulations. We are consistently keeping our MSDS sheets current.

### Plant Materials

- Oil – All used oil is taken away by the solvent disposal company.
- Metals – All aluminum is recycled. Examples of this include but not limited to print plates and skid bands. This is true for metal although very little metal moves through our plant.
- Shop Towels – Replaced and cleaned by Aramark.
- Print Towels - Replaced and cleaned by Aramark.
- Skids – All wooden skids/pallets are recycled and taken by our skid vendors.
- Silver Recovery – Our silver is collected and taken away by a solvent disposal company.
- Solvents – All of these are taken away by our solvent disposal company.
- Film – Our film not put in the trash. It is taken by our metal recycler.
- Corrugated packaging on deliveries to Royal - All unused corrugated is baled separate from other material. This includes our carton waste and all shipping materials or vendor corrugated that enters the plant.
- Stretch Film. All of our used wrapping and all wrapping from deliveries to Royal.

Thank you from everyone at Royal Envelope

*Michael Pusatera*

Michael Pusatera  
President  
Royal Envelope