

MEMORANDUM

TO: All Employees
FROM: Corporate Office
DATE: November 10, 2015
SUBJECT: Recycling and Cost-Saving Initiatives
CC: Board of Directors

In response to the rising cost of traditional energy sources, as well as our nation's effort to find more renewable energy, our company will be implementing a number of cost-saving initiatives. These practices will be in effect immediately at all divisions within the organization.

The first change you will experience concerns your current method of compensation. Paper checks will no longer be issued through the payroll department. Instead, your paycheck will be deposited directly into your checking account. This initiative is expected to save the company up to \$14,500 per year in costs related to payroll processing hours, envelopes, postage, office supplies, printer cartridges, toner, and printer paper. It will also reduce our waste output and decrease our energy footprint while allowing you to access your pay more quickly.

Another energy-saving procedure that will go into effect immediately concerns after-hours computer use. The energy.gov website suggests that using the hibernation function can save as much as \$30 per year per computer in energy costs (2015). As a result, all desktop computer terminals in every office will be set to enter hibernation mode overnight. IT technicians will be stopping by each workstation during the next 2 weeks to implement these settings on your computer.

In addition to these energy- and cost-saving strategies, recycling initiatives will be implemented. Containers for several types of renewable materials will be placed throughout the building. Containers for the following items will be placed in the break rooms, kitchens, and other central gathering areas on each floor.

Metals: Metal products include items constructed primarily out of aluminum and tin. Examples include tin cans, aluminum foil, soda cans, and other similar products. Please empty any metal containers before placing them into the appropriate bin.

Paper: Paper products include cardboard, newspapers, magazines, appropriate packaging material, junk mail, cartons, envelopes, and small boxes. Larger boxes and/or other over-sized recyclable containers, e.g., computer/printer boxes, should be placed next to the appropriate bin in one of the recycling areas.

Plastics: Plastic items include fast-food cartons, some commercial packaging, used notebook sleeves, pop bottles, and other plastic products. Please empty any plastic containers before placing them into the appropriate bin.

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At the end of each day, the cleaning crew will remove these materials and deliver them to a local recycling plant.

Thank you very much for your cooperation in helping our company reduce costs and create a more eco-friendly environment.

References

Energy.gov. (2015) Energy efficient computer use. Retrieved from

<http://energy.gov/energysaver/articles/energy-efficient-computer-use>