

***The DSG • Do Something Good • Guide***



**Social and Environmental Responsibility**



650 Louis Drive • Suite 110  
Warminster, PA 18974  
(215) 443-5178  
[www.dsg-inc.com](http://www.dsg-inc.com)

● **TABLE OF CONTENTS**

**03 ● OVERVIEW**

03 ● INTRODUCTION

03 ● APPROACH

03 ● MEASURING EFFECTIVENESS AND REQUESTING FEEDBACK

**04 ● SECTION I: SOCIAL RESPONSIBILITY COMMITMENT STATEMENT**

04 ● INTRODUCTION

04 ● SOCIAL RESPONSIBILITY COMMITMENT STATEMENT

**08 ● SECTION II: ENVIRONMENTAL RESPONSIBILITY**

08 ● INTRODUCTION

08 ● PURCHASING AND SUPPLIERS

09 ● OFFICE SUPPLIES

09 ● OFFICE EQUIPMENT

10 ● RECYCLING AND WASTE MANAGEMENT

11 ● MEETINGS AND DEMONSTRATIONS

11 ● COLLATERAL

12 ● BUSINESS TRAVEL

13 ● OPERATIONS AND MAINTENANCE

13 ● PERSONNEL

## ● OVERVIEW

### ● INTRODUCTION

---

*The DSG – Do Something Good – Guide* is only one element of our Social and Environmental Management System (S&EMS). Our S&EMS was developed in order to help us – our organization, employees, partners, subcontractors and suppliers – to become more socially responsible; more environmentally aware; and less wasteful. *The DSG – Do Something Good – Guide* is the documented version of our S&EMS and has two key sections:

Section I: Social Responsibility

Section II: Environmental Management

#### **Section I: Social Responsibility**

Section I contains our social responsibility commitment statement to our employees, partners, subcontractors and suppliers. DSG is dedicated to ensuring that our commitment is more than words on a page. We want everyone involved in the day-to-day activities at DSG to share our commitment and to continually improve upon who we are, how we treat each other and what we represent as an organization.

#### **Section II: Environmental Management**

Section II incorporates practical and manageable ways to address our day-to-day workplace activities from an environmental perspective, with regards to conservation, waste management and recycling. Almost everything that we do – whether at work or home – impacts the environment on some level. Leaving the lights on in a conference room after a meeting is over; printing a document for editing instead of editing it online; or making single-sided copies when double-sided would work all have a negative, cumulative effect on the environment. The same is true for the office products that we purchase; our approach to business travel; and even how we conduct our meetings and demonstrations. Each has an environmental impact. These seemingly simple, repetitive workplace activities have environmental impacts that are not necessarily visible to us, yet their negative effect may extend beyond our lifetime.

### ● APPROACH

---

*The DSG – Do Something Good – Guide* is written as an “active” document illustrating how we as an organization approach our social and environmental responsibilities. We make multiple decisions every day that impact the people that we work with, as well as the environment. *The DSG – Do Something Good – Guide* is designed to help all of us make better decisions each day – to continually improve ourselves and our organization. Please read the guide from cover-to-cover so that you can fully participate in our S&EMS, and use it as a reference guide when you’re looking for information on a particular topic.

### ● MEASURING EFFECTIVENESS AND REQUESTING FEEDBACK

---

We will be measuring the effectiveness of our S&EMS, because with many things, there is generally room for improvement. These measurements involve evaluating new ways to improve both our social environment as well as our physical environment; and re-evaluating what we are doing today to

determine if it should continue as is, be redesigned or replaced. We are asking not only for your participation to Do Something Good, but for your feedback and suggestions as well. As a result, *The DSG – Do Something Good – Guide* may be modified or supplemented as part of our continuous effort to make DSG a better organization to work with and a better place to work. All resulting updates to *The DSG – Do Something Good – Guide* will be posted on our internal and external company web sites and all employees will be sent an updated version via email. Additionally, as part of our S&EMS, we will release regularly scheduled emails to all employees that address these areas of corporate responsibility and environmental management:

- What is DSG doing today?
- What can DSG do to improve the system going forward?
- What can DSG personnel do – as a group and as individuals – to support and improve the system?
- Who at DSG has “done something good” recently and deserves recognition?

Please email your feedback and suggestions to [jamie.jerdan@dsg-inc.com](mailto:jamie.jerdan@dsg-inc.com). Your submissions will be reviewed and evaluated for possible inclusion in *The DSG – Do Something Good – Guide*.

## ● SECTION I: SOCIAL RESPONSIBILITY COMMITMENT STATEMENT

### ● INTRODUCTION

---

We know that being socially responsible is extremely important to the success of each of us and, in turn, to the success of our organization. Because everyone should be comfortable and successful working for and with our organization, DSG makes the following commitment. This commitment is part of our continuous effort to improve upon who we are as an organization; how we treat each other; and what our organization represents.

### ● SOCIAL RESPONSIBILITY COMMITMENT STATEMENT

---

#### **Forced or Involuntary Labor**

Digital Systems Group, Inc. will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor); employment is voluntary.

#### **Child Labor**

Digital Systems Group, Inc. will not use child labor. The term "child" refers to any person employed under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. We support the use of legitimate workplace apprenticeship programs which comply with all laws and regulations applicable to such apprenticeship programs.

#### **Wages and Benefits**

Digital Systems Group, Inc. will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime hours, piece rates and other elements of compensation, and provide legally mandated benefits.

#### **Working Hours**

Digital Systems Group, Inc. will not exceed prevailing local work hours and will appropriately compensate overtime. Digital Systems Group, Inc. shall not require our employees to work more than 60 hours per week, including overtime, except in extraordinary business circumstances with their consent. In countries where the maximum work week is less, that standard shall apply. Digital Systems Group, Inc. employees are allowed at least one day off per seven-day week.

#### **Nondiscrimination**

Digital Systems Group, Inc. will not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.

#### **Respect and Dignity**

Digital Systems Group, Inc. will treat all our employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.

#### **Freedom of Association**

Digital Systems Group, Inc. shall respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions. Digital Systems Group, Inc. has the right to establish

favorable employment conditions and to maintain effective employee communications programs as a means of promoting positive employee relations that make employees view third-party representation as unnecessary.

### **Health and Safety**

Digital Systems Group, Inc. will provide our employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, Digital Systems Group, Inc. has and implements effective programs that encompass life safety, incident investigation, chemical safety, ergonomics, etc., and provide the same standard of health and safety in any housing that is provided for employees. Digital Systems Group, Inc. strives to implement management systems to meet these requirements.

### **Protection of the Environment**

Digital Systems Group, Inc. will operate in a manner that is protective of the environment. At a minimum, Digital Systems Group, Inc. will comply with all applicable environmental laws, regulations and standards, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting. Digital Systems Group, Inc. will also comply with any additional environmental requirements specific to the products or services that Digital Systems Group, Inc. provides as called for in design specifications and contract documents. Digital Systems Group, Inc. strives to implement management systems to meet these requirements.

### **Laws, Including Regulations and Other Legal Requirements**

Digital Systems Group, Inc. will comply with all applicable laws and regulations in all locations where Digital Systems Group, Inc. conducts business.

### **Ethical Dealings**

Digital Systems Group, Inc. will observe the highest ethical principles in performing work as a supplier. Digital Systems Group, Inc. will be familiar and will strictly comply with all laws and regulations on bribery, corruption, and prohibited business practices. Digital Systems Group, Inc. and any subsidiaries and affiliates have not and will not offer, promise or make or agree to make any payments or gifts (of money or anything of value) directly or indirectly to anyone for the purpose of influencing, or inducing anyone to influence decisions in favor of any partner company or any of its subsidiaries or affiliates.

### **Communications**

Digital Systems Group, Inc. will make the Supplier Conduct Principles and other relevant information available to employees in the native language of the employees and supervisors.

### **Monitoring / Record Keeping**

Digital Systems Group, Inc. will maintain documentation necessary to demonstrate compliance with Supplier Conduct Principles and must provide a requestor with access to that documentation upon request.

### **Supplier's Suppliers and Agents**

Digital Systems Group, Inc. will contractually obligate all of its direct and indirect suppliers and agents at every level of the supply chain engaged in the production of goods and services to comply fully with these principles. Digital Systems Group, Inc. agrees that this includes suppliers and agents Supplier directly hires (Direct Suppliers), all Direct Suppliers' suppliers and agents (Indirect Suppliers), and all

suppliers and agents of Indirect Suppliers (Lower Tier Suppliers] that are used in connection with Digital Systems Group's production of goods and services. Digital Systems Group, Inc. agrees that failure of any of Supplier's Direct Supplies, Indirect Suppliers, or Lower Tier Suppliers to comply with these principles will also be deemed a failure of Supplier to comply.

## ● SECTION II: ENVIRONMENTAL RESPONSIBILITY

### ● INTRODUCTION

---

The most compelling and consistent approach to use with regards to all aspects of DSG’s S&EMS is to think before you act. In this instance, consider the environmental consequences of what you are doing and how you are doing it. If you know that your approach has the least possible amount of impact on the environment, and it gets the results that you need – move forward. If you think that your approach can be improved upon to lessen the environmental impact – take the time to change your approach, and then act. And if you are uncertain if your approach has a negative environmental impact – stop and ask someone else their opinion. Remember that the ultimate goal is to Do Something Good.

Following is the current guidance that DSG is using to ensure that all of us have the potential to Do Something Good every day.

### ● PURCHASING AND SUPPLIERS

---

As employees and individuals, we make purchases on a regular basis, without giving much thought to the potential environmental impact of some of our buys. The impact is the complete lifecycle of a product, beginning with design through extraction of resources, production, packaging, distribution, use and disposal. We can reduce or eliminate many negative environmental impacts of this lifecycle through thoughtful purchasing.

1. When possible, purchase products that contain recycled content – especially with post-consumer recycled content – that can be recycled at the end of its life cycle. Post-consumer recycled content is identified on the product label. For suggested percentages of recycled content, check the U.S. Environmental Protection Agency’s Green Procurement Guidelines at [www.epa.gov/cpg](http://www.epa.gov/cpg).
2. When possible, purchase products that are certified as green by the U.S. Environmental Protection Agency Energy Star program. Such products include:

Appliances:	Refrigerators – Water Coolers / Heaters
Equipment:	Computers
HVAC:	Air Conditioning Units – Heating Units
Lighting:	Light Bulbs

A complete list of Energy Star products can be found at [www.energystar.gov](http://www.energystar.gov).

3. Use products completely before discarding them.
4. When making a purchase, reduce the amount of paper work by ordering online or by email.
5. Let our product suppliers know that we are continually looking for ways to “green” our workplace, giving them a motivation to look for more environmentally friendly products.

## ● OFFICE SUPPLIES

---

Despite the long-standing concept of a paperless society, office paper – copier, printer, tablet, writing, envelopes, etc. – is still the most heavily purchased, used and discarded office supply in the workplace. So, it is especially important to purchase green paper and in turn reuse and/or recycle that same paper. Other office supplies that we purchase that also need to contain post-consumer waste, be non-toxic and / or be reused or recycled include: pens, highlighters, white boards, binders, file folders, Post Its, paper clips, binder clips and more.

1. When possible, purchase office supplies with a high percentage of recycled materials, especially post-consumer content, such as most office papers – copier, printer, tablets, envelopes, etc.
2. When possible, purchase office supplies – such as highlighters, pens and paper – that are non-toxic.
3. Use plain paper rather than thermal paper in our fax machines. Thermal paper is coated with clay that is difficult to recycle.
4. When possible, purchase unbleached, recycled-fiber napkins, toilet tissue, hand towels, paper towels, and coffee filters.
5. Donate your unwanted calendars that you receive in the mail at home to be used in public spaces throughout our facility.
6. Use copier duplex functions to copy on both sides of the paper.
7. Eliminate the use of fax cover sheets when possible by writing the cover information on the first page of the document or using a Post It on the first page.

## ● OFFICE EQUIPMENT

---

The equipment in our office includes a variety of machines from personal computers, laptops, printers, servers and copiers to coffee pots, toaster ovens, toasters and refrigerators. There are many techniques that we use to conserve energy in the operation of these items.

1. When possible, purchase equipment that is identified as a U.S. Environmental Protection Agency Energy Star product. A complete list of Energy Star products can be found at [www.energystar.gov](http://www.energystar.gov).
2. Purchase equipment that is energy-efficient both when in use and when inactive, and/or powers down when not in use for extended periods of time.
3. Ensure that the equipment that is designed to power down when not in use is in fact set to that default. The Power Management Settings on our equipped computers, laptops and monitors is set to time out on the standard three levels of suspension: S1 – Sleep – approximately 30% suspension; S2 – Full – approximately 85% suspension; and S3 – Hibernate – 100% suspension /

Off. We consistently utilize the Power Saver Features on all company-owned copiers and printers.

4. Unless there is a specific technical reason not to, each computer and laptop should be shut down at the end of your work day.
5. Office equipment – such as paper shredders – that does not have a power down setting should be turned off when not in continual use.

## ● **RECYCLING AND WASTE MANAGEMENT**

---

As with purchasing, recycling and waste management are important elements of an environmentally conscious office. Both help to “close the loop” on waste, getting materials such as glass, aluminum, plastic and paper back into production processes rather than ending up in a landfill.

1. When possible, buy products made with high percentages of recycled content and packaged in recycled, recyclable materials, like remanufactured toner cartridges.
2. When possible, buy products in bulk to reduce the overall amount of packaging.
3. When possible, buy goods in returnable containers that can be recycled when they begin to wear out. For example, the toner cartridges for all company-owned fax machines, printers and copiers are delivered in returnable containers.
4. When you receive a package with packing materials, save the packing materials to be reused for future packages that are sent out.
5. Recycling receptacles are located throughout our office building for the collection of office paper products, junk mail and newspaper; cardboard; glass, plastic and other non-porous materials; and aluminum. Any shredded paper is also collected and recycled.
6. Contact our Office Administrator to recycle or reuse the toner cartridges for all company-owned fax machines, printers and copiers.
7. When cleaning out paper files, collect and reuse the paperclips and binder clips and recycle the unneeded documents as well.
8. To conserve paper, format documents as single-spaced and use the smallest margins that are reasonable.
9. For company-wide messages, use the “all” email as your means of communication.
10. As possible, edit documents on the computer screen rather than printing multiple drafts.
11. Reuse partially used paper for scrap paper, memo pads, or printing drafts of documents and then recycle it.

## ● MEETINGS AND DEMONSTRATIONS

---

Meetings and demonstrations provide real opportunities to show our commitment to the environment. The preparation for meetings and demonstrations can involve several activities, such as travel, preparing hand-outs, food and beverage service, and cleaning. By taking a few extra steps in these preparations, we can be more environmentally friendly at work.

1. When DSG hosts overnight visitors, we consistently recommend green hotels in the area as identified by the I Stay Green organization. To search for I Stay Green hotels, go to [www.istaygreen.org](http://www.istaygreen.org).
2. Provide presentation materials in reusable three ring binders or comb spines – either of which can be easily undone, reused and the pages recycled. If appropriate, simply use a reusable paper clip.
3. For trade shows, keep the promotional materials small and produce it in small quantities in order to reduce the amount of paper stock, ink and other consumable resources. If there are leftover promotional materials, either save them to be used at a future event or recycle as much as possible.
4. When possible, use the white board in each conference room as your first choice over a flip chart tablet.
5. Use the non-toxic markers designated for all of our white boards. They conform to American Society for Testing and Materials Standards (ASTM) D-4236.
6. Print meeting-related documents on both sides of paper.
7. If you provide visitors / attendees with a name tag, ask them to return the reusable plastic holders.
8. Have well-placed and well-marked recycling bins available in conference and meeting rooms for special events.
9. Remind attendees before breaks to help with our environmental recycling and waste management efforts.

## ● COLLATERAL

---

For the most part, DSG produces most of its marketing / meeting / demonstration collateral in-house. Generally speaking, printers, inks and paper stock have significant negative impacts on the environment so we use an environmentally friendly printer and inks, paper stock and bindings to produce “greener” documents that can be easily recycled.

1. For collateral production, use our color printer with a nearly waste-free printing process with safe, toxin-free solid ink sticks. The printer has a virtually a 100% ink-to-page transfer with very little waste versus a conventional printer. Solid ink printing generates 95% less waste than a

typical color laser product and the resin-based ink sticks are safe, clean and contain no solvents. We can print on recycled paper and the printouts are recyclable. The printer does not require cartridges, fusers, fuser oil or imaging units and all packaging is recyclable. According to the manufacturer, for every 100,000 printed pages, a solid ink printer generates approximately 5 lbs. of landfill waste versus approximately 157 lbs. for a typical color laser.

2. Use recycled paper stock as the first choice – based on availability and cost.
3. Use heavier stock, coated stock and cardstock only when necessary.
4. Print paper in standard sizes to avoid waste.
5. If it will be equally effective, collateral should be designed and printed as a double-sided piece.
6. For bindings, use our GBC Binding System which uses comb spines that can be easily undone and reused; and the paper can be recycled.
7. Print and bind only as many copies as are needed for any given event.
8. Reuse and/or recycle paper waste from bad printing runs.
9. If collateral can be distributed electronically with the same presentation and usefulness as a hard copy printed version, then this is an acceptable approach.

## ● BUSINESS TRAVEL

---

Business travel is another opportunity for environmental consideration. In fact, not traveling and handling meetings and demonstration remotely is one of our techniques to reduce greenhouse gases.

1. When it is appropriate to meet or demonstrate our systems with remote audiences, the use of teleconferencing and / or web conferencing should be used. Tele- and web- conferencing save on travel costs, employee time, and reduce the amount of greenhouse gases associated with travel whether by car, air or rail.
2. If travel by air or rail is necessary, and the schedule allows, utilize the Southeastern Pennsylvania Transit Authority (SEPTA) commuter trains for direct transportation to and from our office in Warminster, PA to both 30th Street Station for AMTRAK and Philadelphia International Airport. We also encourage any visitors to DSG to use the same modes of transportation.
3. If travel by car is necessary for work related meetings/demonstrations/events, employees are encouraged to travel together in the fewest number of vehicles.
4. If travel is necessary, and your hotel doesn't offer the option of not changing your linens daily, leave a note to that effect. This saves water, energy and detergent.

## ● OPERATIONS AND MAINTENANCE

---

Through environmentally friendly building operations and maintenance, we can reduce our negative impact on the environment, cut operating costs, and enhance our overall work environment. To achieve this we practice the following.

1. Work with CDK Partners to promptly repair or replace any problem heating, cooling or water units.
2. Follow the use and temperature setting instructions on each thermostat in our small zone heating and cooling arrangement.
3. Use the provided hot and cold water dispenser to reduce running faucet water or the microwave to get your water to temperature. The plastic water bottles are refilled and reused.

## ● PERSONNEL

---

As an individual, there are many things that you can do to Do Something Good.

1. Turn off lights when leaving your office for meetings, for lunch, or for the day. Also, turn off the lights to conference rooms, restrooms, kitchens, etc. when not in use for extended periods of them. As part of its service, our cleaning staff turns off all designated lights at the end of their work shift.
2. Report leaks, dripping faucets, and running toilets to our Office Administrator.
3. If you opt not to use the cold water dispenser, keep a container of water in the refrigerator to avoid running the faucet.
4. Use a cup, mug, Thermos or bottle for drinks instead of using disposable Styrofoam, plastic or paper cups.