



May 1, 2018

This is an open Environmental Compliance letter to all Sustrana's stakeholders. Sustrana's environmental policy is to:

- comply with applicable laws and regulations,
- strive to have a net positive impact on human health and the environment, and
- maintain an integrated sustainability management system through which we regularly communicate and continually evaluate and improve the quality of our environmental performance.

We are writing to report to you on our environmental performance in accordance with our policy.

Sustrana continues to strive towards reducing our impact on the environment. In 2017 and 2016 we tracked our Scope 3 business travel and bought offsets. In previous years we offset based on estimates. In furtherance of our commitment to the environment we include in our recycling a number of "super recyclables":

- Batteries
- Styrofoam
- Film plastics

Improvements that have been made in recent years include:

- T5 lighting
- Programmable thermostats
- Low flow toilets
- Low VOC paints and carpeting
- Composting for food waste
- Tracking trash/recycling/compost volumes

Ongoing activities that support our commitment to environmental sustainability include:

- Purchasing carbon offsets for all business travel
- Prioritizing conference calls over travel
- Prioritizing use of public transportation for business travel
- Leasing office space within walking distance to a train station
- Engaging in sustainable purchasing and printing practices
- Using non-disposable mugs, plates, glasses, utensils, and hand towels

- Providing filtered water instead of bottled water
- Using live indoor plants to clean the air
- Allowing tail-wagging, hypo-allergenic dogs in the office

We are unaware to date of any failure to comply with all applicable environmental laws and regulation.

If you have any questions please contact Nancy S. Cleveland at 610-651-2870 or ncleveland@sustrana.com.

You will find a copy of Sustrana's Environmental Policy posted on our website in the About/Our Sustainability section.

Sincerely,

Jennifer K. Anderson and Nancy S. Cleveland
Managing Members and Co-Founders