



SUSTAINABILITY REPORT 2020





MESSAGE FROM THE COO

At Secure Records Solutions, our mission is to improve the lives of others. However, this philosophy extends beyond the problem solving we do for our clients or the culture we create for our employees. It is truly about leaving our community and our world a better place than we found it.

A large component of that ethos of improvement involves sustainability. This description from [YouMatter](#)¹ best describes our view:

“Sustainability encourages people, politics, and businesses to make decisions based on the long term. In this way, acting sustainably encompasses a temporal framework of decades (instead of a few months or years) and considers more than the profit or loss involved.”

While an obvious measure of our focus on sustainability is our recycling program - through which we recycle millions of pounds of shredded paper each year - it is only one component. In addition to the environmental impact, sustainability can be measured through economic and social impact. Economic sustainability involves operational efficiency, waste reduction, and demonstrating stewardship when it

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¹ <https://youmatter.world/en/definition/definitions-sustainability-definition-examples-principles/>

comes to equipment and other capital expenses. It is also apparent by the way we help clients find the best solutions to their problems, even when that choice may mean a smaller fee to us.

Social sustainability, in practice, means that we view every business decision through a lens of improving our community. For that reason, there are certain sectors of business or “vice” industries that we do not get involved in, despite the growth or profit potential. They do not align with our values or the long-term vision we have for our community. Furthermore, it means that we will not choose businesses that we cannot operate from Thomasville, as we are committed to job creation and business activity in this region. There are real opportunity costs to these decisions, but we wouldn’t have it any other way.

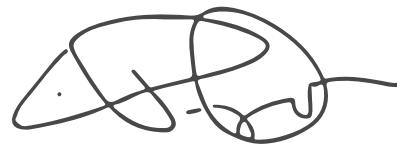
Sustainability is also a personal goal for my family, highlighted by our commitment to preserving thousands of acres of privately held timber and quail habitat in Thomas, Grady, Brooks, and Leon counties.

While we have long talked about our commitment to sustainability, this report is the first of its kind for

Secure Records Solutions. In 2021, we’re excited to lay out a plan and action steps required to meet or exceed our goals. In the report, we will share data specific to recycling in 2020 and our overall environmental impact through changes we’ve implemented over the past 18 months. Finally, we will cast a vision for achieving energy neutrality in our plant by 2030 and create a culture of sustainability within our broader organization.

Since Secure Records Solutions was founded 18 years ago, we’ve made progress toward sustainability. But there’s still much work to be done. We know you will encourage us on this path, hold us accountable, and, ultimately, strengthen our resolve to leave our clients, our employees, our community, and our environment better than we found it.

Warm Regards,

A handwritten signature in black ink, appearing to read "Christopher P. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

Christopher P. Jones
Partner and COO
Secure Records Solutions

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Our commitment to this business is closely related to our love of Thomasville, which begins with the land. Therefore, we are efficient in the way we use the earth’s limited resources. We eliminate waste, re-use whenever possible, and recycle everything that can be. Our shredding business recycles millions of pounds of paper, cardboard, and electronics for clients annually. As a family, we sow our resources back into the land by growing forests of trees in Thomas, Brooks, and Grady counties. Success will ultimately be measured by our ability to conserve this natural habitat for generations to come.

INTRO – THE SRS WAY

OUR VISION To improve the lives of others by making connections, solving problems, and creating sustainable solutions.

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OUR MISSION To create value for our clients through creative thinking and innovative document management solutions.

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OUR VALUES Founded on Judeo-Christian principles, SRS is guided by four core values:

Improvement - We believe in effecting positive change in everything we do.

Innovation - We believe old problems need new thinking.

Implementation - We believe creative ideas are just the beginning.

Integrity - We believe the *how* matters more than the *what*.

Secure Records Solutions recognizes that sustainability makes the company stronger, increasing value over the long term. We are committed to reviewing all aspects of our business to optimize sustainability. Working together with team members, partners, vendors, and clients, we will achieve energy neutrality, reduce waste, and decrease emissions.

ABOUT SRS

Secure Records Solutions is a family-owned and operated document management company headquartered in Thomasville, Georgia. Founded in 2003, SRS helps clients manage critical information in both physical and digital formats and provides shredding and scanning services to help clients meet retention requirements. Offering innovative, tailored solutions specific to the needs of each client, SRS creates value through added security, compliance and efficiency. Excellence in these areas has allowed the company to grow from serving clients in Southwest Georgia and North Florida to 49 states.

We believe in effecting positive change through new thinking, following through to the end, and doing it all the right way.

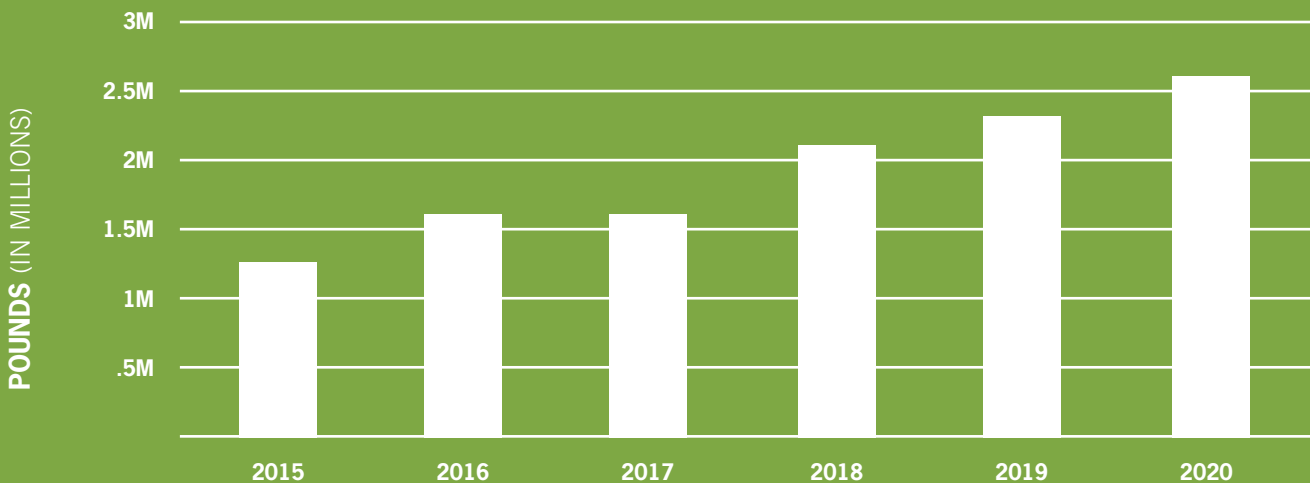


RECYCLING IMPACT

One of the unique features of the industry we're in - particularly related to our shredding business - is the byproduct of our processes do not create waste. Rather, **100% recyclable material**. Many manufacturing and operational facilities are challenged with finding inventive options to reduce and divert waste. As it's an important part of our values at SRS to expand intentionally in ways that "do no harm", it makes us particularly proud that as our shredding business grows, our positive impact on the environment through recycling grows with it. We began measuring this impact in 2015 when we were recycling **1.2 million pounds of paper each year**. While our 2021 numbers are not finalized, we recycled approximately 1 million pounds of paper in the first quarter of this year. We wouldn't achieve this level of impact without the many client relationships we have throughout the region. It's gratifying to look back and see what we've accomplished together.



PAPER RECYCLED 2015-2020



RECYCLING IMPACT


ENVIRONMENTAL IMPACT OF RECYCLING.

In 2020, Secure Records Solutions recycled 2.6 million pounds of paper. That equates to:

2.6M
pounds of
paper

 **7,380,279 POUNDS OF WOOD SAVED**
(Equivalent to: 22,163 saved trees)

 **495,417 GALLONS OF OIL**
(Equivalent to: enough electricity to power the average American household for 15 years)

 **3,911 CUBIC YARDS OF LANDFILL SPACE**
(Greenhouse gas emissions from landfills are 28 times more potent than carbon dioxide, a leading contributor to global warming)

 **5,214,916 KILOWATTS OF ENERGY**
(Equivalent to: powering 482 homes for a year)

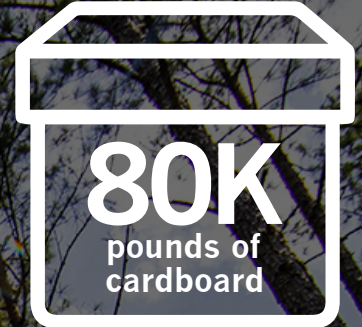
 **9,126,103 GALLONS OF WASTEWATER NOT PRODUCED**
(Equivalent to: 13.3 Olympic swimming pools of water)

 **2,513 METRIC TONS OF CO2 EMISSIONS NOT PRODUCED**
(Equivalent to: taking 1,889 cars off the road in one year)*

*Burning the same amount of paper would create 887 metric tons of carbon dioxide.

RECYCLING IMPACT

In 2020, Secure Records Solutions recycled 80,000 pounds of cardboard. That equates to:



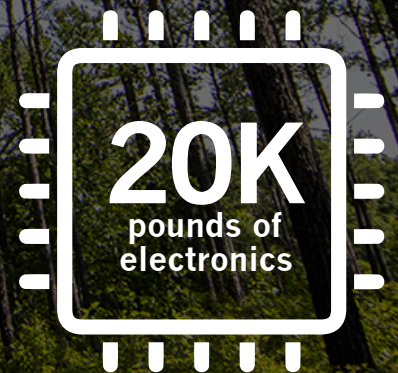
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 **212 TREES SAVED**

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 **2,024 GALLONS OF OIL**

.....
 **21,376 HOURS OF ELECTRICITY**

.....
 **64,050 GALLONS OF WATER**

In 2020, Secure Records Solutions recycled 20,000 pounds of electronics. That equates to:



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 **796,400 HOURS OF ELECTRICITY**

PROGRESS AND VISION

Environmental consciousness has always been an important thread within the culture of SRS. Primarily stemming from a love of the land surrounding our headquarters in Thomasville, GA. But it's also a bit of "Scottish thrift" as we're always looking for ways to reduce costs and be efficient with our resources. This mentality, championed by our owners, now carries throughout our team of 30 employees. It's not uncommon to see front office staff members reusing recycle paper for printing internal documents or the operations team deploying lightly used banker's boxes for client projects.



At SRS we frequently talk about how "small innovations" in our processes can lead to significant impacts over time. For example, finding a new way to load shred bins on our trucks has allowed us to fit more bins per route, ultimately improving route efficiency on a daily basis. This leads to increased profitability within our operations, but it also allows us to operate with a smaller, more efficient class vehicle resulting in less fuel consumption. In the same way small innovations can lead to meaningful impacts from a profitability standpoint, we also believe that changes at the individual level to reduce, reuse, and recycle can lead to a much greater impact on the environment.



PROGRESS AND VISION

In 2016, SRS engaged a third-party partner to conduct an energy assessment of our facility. The assessment identified a few key areas for improvement to use less energy and reduce peak demand. While renovating our front office in 2019, we intentionally implemented these recommendations, along with several other “small changes” to our outdated processes with the goal of consuming less.

Here are a few examples of changes we've made over the last three years:



Upgraded 100% of our office space from florescent to recessed and LED lighting.

- **Retrofitted 30% of our 75,000 sq. ft. plant facility from florescent to LED lighting**, using significantly less watts of energy per fixture and extending bulb life from 15,000 hours to 60 – 100,000 hours.



- **Upgraded HVAC thermostats** to automated and programmable systems to minimize heating and cooling when the space is unoccupied.

Replaced all outdated computer equipment with newer Energy Star rated equipment greatly reducing consumption by using power management controls to automate hibernation mode when equipment is not in use.

- **Updated our client onboarding process**, going from a paper-intensive process to electronic contracting through e-signature. Not only has it removed the burden of paper – it improved our close rate on paperwork from 30 days to a week!



Replaced a paper-intensive visitor sign-in process with an all-digital system. Due to the nature of our business, our industry certifications require an extensive visitor sign-in protocol. Previously, visitors signed multiple sheets of physical paper and visitor logs were kept in hardcopy format. We worked with our national association to become the first in our industry to digitize this process, utilizing an iPad and visitor software to obtain and digitally store logs for future audits.

- **Installed a water bottle filling station and purchased a variety of reusable drinking vessels for our staff.** We are still using the same reusable tumblers and stainless-steel jugs two years later! This has significantly reduced the plastic waste associated with continually restocking bottles of water for our team.

PROGRESS AND VISION

At SRS, our tagline is **Always Improving**. This applies to our mission of improving the lives of others, but it also applies to our internal commitment of continuous improvement. While we're proud of the recycling impact we have and the small changes we've made, we know it's not enough. We're only in the beginning stages of shaping our sustainability goals and the strategies to support it. Our goals are not refined at this point, but our vision is clear. We're committed to expanding sustainability solutions in three key areas over the next 10 years:



Energy neutrality of our plant operations by investing in energy-efficient upgrades, optimizing processes to require less energy, and advising our clients on the most efficient solutions available. For example, as we expand our shred plant in the summer of 2021, we are incorporating energy efficient design strategies.



Create carbon credits for our clients by extending energy neutrality not only through recycled paper, but the planting of trees. As a family enterprise, we invest resources back into the land by growing forests of trees in Thomas, Brooks, and Grady counties. We pledge to expand and formalize this commitment as we move forward.

PROGRESS AND VISION



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Implement sustainable fleet management practices

aimed at reducing environmental impacts through a combination of cleaner vehicles and fuels, and fuel-efficient operation and driving. Our growing fleet of 10 vehicles ranges from Class 2 to Class 5 vehicles, but primarily consists of Class 5 trucks. While the current hybrid options for light to medium-duty trucks are not ideal, we anticipate significant advancements over the next several years. While we expect to continue growing our fleet, we're committed to learning from those who manage fleets much larger than ours, exploring options for alternative fuels, and implementing fuel-efficient driving practices related to idling and route efficiency that will reduce our per truck environmental impact.



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**WE HOPE YOU'LL JOIN US
IN THIS COMMITMENT BY
HOLDING US ACCOUNTABLE
TO THESE GOALS. WE LOOK
FORWARD TO REPORTING OUR
PROGRESS TO YOU EACH YEAR,
COINCIDING WITH EARTH DAY
CELEBRATED IN APRIL.**

ABOUT THIS REPORT

Verification Information in this report was analyzed by internal departments but was not independently verified. Data was generated using external energy calculators and internal data collection.

Contact Please direct questions regarding this report to:

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Secure Records Solutions

Email Me >

Learn more about Secure Records Solutions at

securerecordssolutions.com.

