



SUSTAINABILITY REPORT 2021





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MESSAGE FROM THE COO

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At Secure Records Solutions, we understand our clients care about the sustainability of the solutions we provide. For us, sustainability is not a catch phrase. It's an expression of who we are. Every day we work to improve the lives of others, while providing sustainable document management solutions.

The theme for this year's Earth Day, "Invest in Our Planet", reminds me of the importance of sustainability as a variable in all of our present actions, innovations, and decisions. It's our responsibility to protect the environment for future generations. As a fourth-generation entrepreneur, one of the things I'm most proud of is how we've worked together to build something that lasts, based on values that are passed down between generations. As a father, I often think about what the future looks like for my two young girls, and the values and environment I'm a custodian of until they can carry the baton.

At the end of the day, that's what drives our commitment to sustainability, and what inspired the many improvements we've made over the past year. By collaborating with stakeholders, including our team members, business partners, vendors, and clients, we've improved the sustainability of our document management solutions. I'm excited to share the progress we've made towards achieving our goals:

Invested in energy-efficient upgrades. We continue to find new ways to integrate energy efficiency into the facility. For example, we worked with our city government, electrical engineer, and suppliers to incorporate energy conserving improvements into the design of our new shred plant operation.

Improved sustainable fleet management practices. We've continued to modernize our fleet over the past year, gaining fuel efficiency in the process. Additionally, we've implemented innovative processes for organizing loads and routes, moving away from the traditional box-and-pallet system. In turn, we've significantly reduced the number of trips and trucks required for large offsite projects.

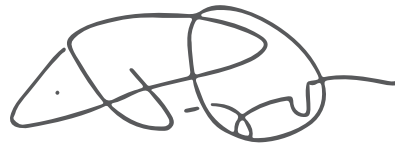
Expanded recycling impact and reduced waste sent to landfills. We have strengthened our shredding program by increasing the amount of recycled paper from 2.6M pounds in 2020 to 3.7M pounds in 2021. This is the result of both densifying our service area and making strategic improvements to our shred operation, which allowed us to capture 100% of our shred volume for recycling.

Our commitment to this business is closely related to our love of Thomasville, which begins with the land. Beyond the business, sustainability is also a personal goal for my family. We've made a commitment

to preserving thousands of acres of privately held timber and quail habitat in Thomas, Grady, and Brooks counties. In 2021, our family expanded this investment with the launch of a new entity, Windy Ridge Longleaf. With this venture, we're planting and harvesting longleaf pine seeds and seedlings with the long-term goal of improving longleaf pine genetics and restoring the longleaf pine savanna ecosystem that covered much of the pre-Columbian southern US.

Whether building a platform for improving the lives of others at Secure Records Solutions or coming up with an economic solution to protect the longleaf pine ecosystem surrounding our South Georgia home, we're investing in a future that we hope will bear fruit long after our time on this planet. We aren't perfect, but every day we are trying to do better to leave our clients, employees, community, and environment better than we found it. We are proud of our work to be an environmentally friendly business partner, and we look forward to continuing to serve you.

Warm Regards,



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.

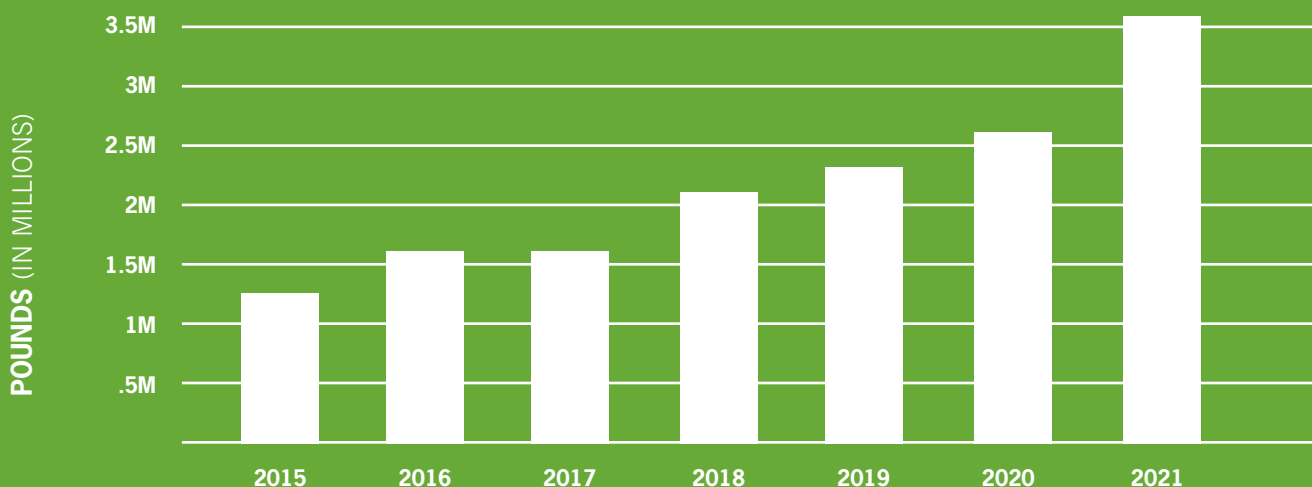


RECYCLING IMPACT

One of the most exciting measurements we track year-over-year is how many pounds of paper we shredded and recycled. It's a unique feature of the industry we're in - particularly related to our shredding business – the waste byproduct of our processes is completely recyclable. While many manufacturing facilities are challenged with finding innovative options to divert their waste, on the contrary, as our shredding business grows, our positive impact on the environment through recycling grows with it. It is particularly gratifying to know that we are able to harness this efficiency to help our clients improve the sustainability of their own waste streams. We began measuring this impact in 2015 when we recycled 1.2 million pounds of paper. **This year, we experienced 40% growth from 2.6 million pounds in 2020 to 3.7 million pounds in 2021.** We wouldn't achieve this level of impact without the many client relationships we have throughout the region. It's amazing to see what we've accomplished together.



PAPER RECYCLED 2015-PRESENT



RECYCLING IMPACT

2021 ENVIRONMENTAL IMPACT OF RECYCLING.

In 2021, Secure Records Solutions recycled 3.7 million pounds of paper. That equates to:

3.7M
pounds of paper



10,575,081 POUNDS OF WOOD SAVED

(Equivalent to: 31,757 saved trees)



709,857 GALLONS OF OIL

(Equivalent to: enough electricity to power the average American household for 22 years)



5,604 CUBIC YARDS OF LANDFILL SPACE

(Greenhouse gas emissions from landfills are 28 times more potent than carbon dioxide, a leading contributor to global warming)



7,472,176 KILOWATTS OF ENERGY

(Equivalent to: powering 692 homes for a year)



13,076,308 GALLONS OF WASTEWATER NOT PRODUCED

(Equivalent to: 19.8 Olympic swimming pools of water)



3,601 METRIC TONS OF CO2 EMISSIONS NOT PRODUCED

(Equivalent to: taking 2,706 cars off the road in one year)*

*Burning the same amount of paper would create 1,270 metric tons of carbon dioxide.

RECYCLING IMPACT

In 2021, Secure Records Solutions recycled 84,000 pounds of cardboard. That equates to:



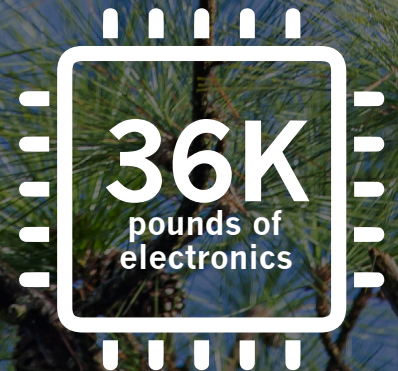
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 **223 TREES SAVED**

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 **2,125 GALLONS OF OIL**

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 **22,445 HOURS OF ELECTRICITY**

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 **67,253 GALLONS OF WATER**

In 2021, Secure Records Solutions recycled 36,000 pounds of electronics. That equates to:



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 **1,433,520 HOURS OF ELECTRICITY**

PROGRESS

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 to continuous improvement. While we're proud of the recycling impact we have, we know it's not enough. Last year, in our first-ever Sustainability Report, we outlined three key 10-year goals we plan to achieve by 2030:



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.



Create carbon credits for our clients by extending energy neutrality not only through recycled paper, but the planting of trees.



Implement sustainable fleet management practices aimed at reducing environmental impacts through a combination of cleaner vehicles and fuels, and fuel-efficient operation and driving.

PROGRESS

The following is an update on the progress we've made towards our goals over the last year:

LIGHTING

A large part of reducing our energy footprint comes from the lighting of our facility, and we continue to find new ways to integrate more efficient lighting fixtures and practices. In 2021, we retrofitted an additional 25% of our 75,000 sq. ft. plant facility from florescent to LED lighting on motion sensors, which brings the total conversion to over 50% of the records center. This approach allows us to only use energy when needed, and when doing so with significantly less watts of energy per fixture.



PROGRESS

CAPITAL PROJECTS

As we invest in our operations – whether it's new equipment, facilities, or other upgrades – sustainability and predictability features are an integral part of the design process. Our two key strategies are to 1) Use less energy (kWh) and 2) Reduce peak demand (kW). One such example is the new energy-efficient update of our shred plant operation. In 2021, we went through an extensive redesign of our shredding facility, making improvements in three key areas:

1. In cooperation with our city and consultation of our electrical engineer, we evaluated and installed the most efficient solution for feeding the new high-capacity equipment. Ultimately, we established a separate service to allow us to be more efficient with our equipment that operates at a higher voltage, drawing less power at one time and creating a much more even demand.
2. We retrofitted 100% of the lighting in the shred plant to LED fixtures, going from 12 fluorescent lights to six LED lights.
3. With strategic improvements in equipment and technology, we created the ability to capture 100% of our shred volume up from 80% prior to the buildout. This has enhanced our security controls, but also significantly impacted our recycling yield.



PROGRESS

FLEET MANAGEMENT

We've continued to modernize our fleet over the past year gaining fuel efficiency in the process. The hybrid options for light to medium-duty trucks are not ideal, but we will continue to look for advancements in that space over the next several years. In the meantime, through an innovative idea from one of our team members, we've implemented a new standard for organizing loads, moving away from the traditional box-and-pallet system. In turn, we've significantly reduced the number of trips and trucks required for large offsite projects. We've continued to improve practices for daily driving through increased route efficiency and optimization, with a strategic upgrade of our routing software scheduled for Q3 of 2022.

CARBON CREDITS

While the SRS shred operation achieves energy neutrality through recycled paper alone, our long-term goal is to extend this impact to offset every step of our supply chain as well as create carbon credits for our clients. As a small company, we can't control everything, but we feel it's our duty to protect the places we love. Therefore, we want to extend our impact and offset any carbon produced by the planting of trees in



partnership with our new sister-entity, Windy Ridge Longleaf. Designing a program is expensive, takes time to measure, and is hard to do, but we feel it's our responsibility. We have begun working with an expert in this field to evaluate our operation, plan, and model a carbon credits program with the goal of completing a proof of concept through an independent verification process.



Environmental consciousness is part of the fabric of who we are at Secure Records Solutions. We are intentional in both small and mighty ways, always looking for opportunities to reduce, re-use and recycle. We reuse pallets and banker's boxes, recycle extensively, reduce the use of paper and single-use products like water bottles. As you look for opportunities to do the same in your business, know that everything in your shred bin is 100% recycled whether confidential or not. We encourage you to use our bins as a sustainable alternative if you have paper that would otherwise go to a landfill. We are thankful, every day, for the opportunity to serve you and are proud of the ways we've grown our recycling impact together. **We look forward to having you there to encourage us and hold us accountable as we move towards a brighter, more sustainable future.**

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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Learn more about Secure Records Solutions at
securerecordssolutions.com.