



# CONCORDIA INTERNATIONAL FORWARDING CORP.

WORLD HEADQUARTERS: 70 EAST SUNRISE HIGHWAY, SUITE 605, VALLEY STREAM, NEW YORK 11581-1250  
TELEPHONE (516) 561-1100 ♦ FACSIMILE (516) 561-1323 ♦ [www.concordiafreight.com](http://www.concordiafreight.com)

## IT Requirements for Environmental Sustainability

Introduced From 2012 to 2018

### **A) Electronics and Office Equipment Disposal:**

All offices are required to recycle all electrical equipment.

*Please consult with the following methods:*

- 1) Manufacture' sponsored returns (where available)
- 2) State and Town Recycling centers.
- 3) Local Consumer Electronics Stores (i.e. Staples, Best Buy...)
- 4) Private recycling facilities (i.e. EcoTech, PCDisposal)
- 5) Donate (i.e. Charities, Educational, Salvation Army...)

### **B) Data Storage and removal:**

Concordia will electronically store and archive all required data for the required legal duration of seven years.

### **C) Power Consumption and GHG Reduction:**

*All Computer equipment must conform to the following energy efficiency standards:*

All Servers must use 80-Plus Platinum level power supplies. Hard disk should be set to power save mode and spun down when not in use.

All Workstations must minimally use 80-Plus Bronze certified power supplies and SSD\M.2 Electronic local storage.

All monitors must be LCD\LED Flat screens (No CRT are permitted after Jan 2012)

All Electrical devices must be RoHS compliant.

All users are asked to enable their Windows screen savers for daily conservation and to power off their machines at night to further reduce electrical waste.



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## **D) Electronic Records**

All employees are required to:

- Use our proprietary Pouch system to create and maintain electronic records of our shipments in place of printed airway bills

All employees are encouraged to:

- Use E-mail whenever possible to avoid using paper
- Share of magazines, periodicals, trade publications and newspapers
- Consolidate inter-department / inter-office mailings
- Eliminate junk mail where possible
- Circulate internal memos and documents electronically
- Use scan-to-email software to translate printed paper documents into electronic formats