

## Paperless Bank



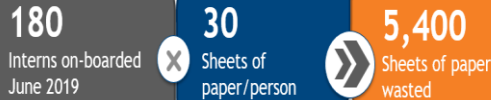
**Overview:** Copious amounts of paper are used daily. The average office worker prints around 10,000<sub>i</sub> sheets of paper a year and we found an opportunity to make a portion of it electronic.

### Implementation:

- Pass out laptops within first hour of onboarding and store electronic documents on a shared drive
- Partner with SunTrust Enterprise Print Forum
- Future solution - Extend above to all new teammates

### Co-Benefits:

- Increase work productivity on other tasks instead of creating single-use onboarding packets and folders



i. Average amount of paper used takes into account corporate teammates as well as branch teammates

## BYOB: Bring Your Own Bottle



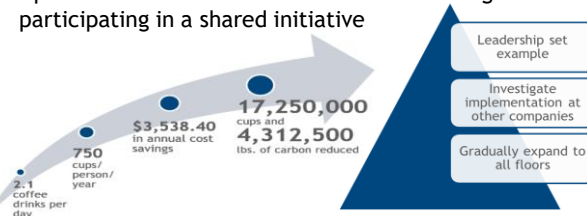
**Overview:** Breakrooms within SunTrust have paper, plastic, or Styrofoam cups for teammates to use, but in other areas (the top floor executive levels), all teammates use their own cups and mugs

### Implementation:

- Start with leadership to set example (already in progress)
- Culture change - look at implementation strategies at other companies

### Co-Benefits:

- Increase teammate engagement in SunTrust's sustainability platform
- Uphold SunTrust's mission of One Team through participating in a shared initiative



## Comprehensive Recycling



**Overview:** There is no clear recycling policy for teammates to refer to, so there is currently little and inefficient recycling that is taking place even though we have the means to recycle.

### Implementation:

- Increase recycling awareness by placing the recycling policy on the intranet and informing during onboarding
- Mark signs on bins with clear lining to indicate recycling

### Co-Benefits:

- Educational opportunity to introduce teammates to SunTrust's sustainability initiatives
- Redeem rewards through incentive program



### Carbon Reduction:

- 1 Intern Onboarding Session: 5400 sheets of paper x 0.0092  $\frac{lb\ CO_2}{sheet}$  = 49.68 lb CO<sub>2</sub>
- Paper reduction initiative expanded to all teammates: 23,000 teammates x 1000<sub>ii</sub> sheets of paper ≈ 23M sheets of paper ≈ 211,600  $\frac{lb\ CO_2}{year}$  ≈ 105 tons of paper reduced annually

### Cost Savings:

- 3 hours spent working x  $\frac{\$57,000}{year}$  x 6 University Relations Specialists = \$117.12 cost savings
- 23M sheets of paper [not being printed] x  $\frac{\$15}{500\ sheets}$  ≈ \$690,000/year

0 year Return on Investment (ROI) as there are no costs

ii. Average office worker uses 10,000 sheets of paper a year, and we wanted to reduce paper usage by 10% as our first milestone

### Carbon Reduction:

- 23,000 teammates x 500  $\frac{coffee\ cups}{year}$  x 0.25<sub>iii</sub>  $\frac{lb\ CO_2}{cup\ \&\ sleeve}$  ≈ 2,875,000 lb carbon ≈ 1458 tons of carbon reduced annually

### Cost Savings:

- $\frac{\$44.31}{1000\ cups}$  x every 3 months ≈ \$180/year (on cups for 1 floor)
- 100 teammates on floor (\$180/100 teammates) ≈ \$2/teammate (spend on cups/year)
- \$2/teammate x 23,000 teammates = \$46,000 spend on cups

0 year Return on Investment (ROI) as there are no costs

iii. Study of 1 paper cup with sleeve (16 oz) shows that carbon emissions are ~0.25 lb/cup w/ sleeve (includes paper from trees, materials, production, shipping)

Total Carbon Reduced:

3.2M lb CO<sub>2</sub>

Total Costs Saved:

\$736,000

### Carbon Reduction:

- Energy and materials extruded to make a ton of copy paper (200,000 sheets) is reduced by 4.3 tons (8,600 pounds) of carbon when recycling (.043 pounds reduced for recycling 1 sheet of paper)
- 23,000 teammates x 90  $\frac{sheets}{year}$  = 2,070,000  $\frac{sheets}{year}$
- 2.07M sheets x 0.043 carbon reduced = 89,010 lb carbon ≈ 44.5 tons of carbon reduced annually

### Cost Savings:

- No explicit costs have been identified for this recommendation. However, we have identified potential costs in labor invested in developing better recycling strategies and a potential partnership with incentive program, Recyclebank.
- 0 year Return on Investment (ROI) as there are no costs

Project Proposal Progress:

University Relations Team Acknowledgement

Corporate Social Responsibility Stakeholder Presentation

Corporate Real Estate & Workplace Presentation

Chief Ethics Officer + Corporate Communications Pitch