



### Earth Day 2012: A Recap of Environmental Activities

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It has been three years since Moody's created and adopted its Environmental Policy. The company continues to ensure it operates its business in an environmentally responsible and energy efficient manner.

In honor of Earth Day, we'd like to review some of our key accomplishments in the New York area during 2011:



- » **Moody's Cafeteria** is awarded 3-Star Green Restaurant Association Certification: GRA certification is awarded following an extensive evaluation of every aspect of a cafeteria's environmental impact and offers a powerful message to customers, illustrating that the establishment is committed to positive environmental change. The award is based on an extensive point system which rates categories such as energy, water, waste, disposables, chemical and pollution reduction, sustainable food and furnishings and building materials.
- » **Recycling Partnerships Produce Staggering Results:** Through our participation in the 7 World Trade Center recycling program and partnership with Staples last year, Moody's saved: 4,585 trees, 19,535 gallons of oil, more than 1.9 million gallons of water, 210,438 pounds of wood resources, 1 million kWh of electricity and 233 million BTUs. Moody's also recycled 170 tons of paper and 287,750 coffee packets from our pantry coffee machines, while increasing environmentally friendly purchases by 143% from last year.
- » **Cardboard Carry Out Trays Eliminated From the Cafeteria:** In the beginning of 2011, employees received reusable lunch totes and eliminated carry out cardboard trays in the 7 World Trade Center cafeteria. This saved 11 tons of waste, and translates into 195 trees, 903 gallons of oil, and 79,968 gallons of water saved.
- » **Composting Helps Local Gardeners:** By composting 21 tons of waste, Moody's biodegradable trash becomes organic fertilizer that is used by local gardeners, farmers and groundskeepers.
- » **Recycled Cooking Oil Powers Automobiles:** Moody's collected 370 gallons of used cooking oil, which was converted into 330 gallons of diesel fuel for automobiles.
- » **No Landfills for Light Bulbs and batteries:** In the past year, Moody's recycled 1,542 pounds of light bulbs and 120 pounds of non-PCB ballasts. That equals 1,662 pounds of trash not going to landfills. Moody's also recycled 38 pounds of batteries. Batteries for recycling can be sent to the Property Management office on the 28th floor.
- » **Moody's Installs LED Lighting:** Over 1,000 halogen light bulbs were replaced in NY Offices with energy efficient LED lighting. This results in a reduction of 92.04 metric tons of green house emissions annually and savings on electricity and air-conditioning.
- » **Moody's and City Harvest Feed the Hungry:** Last year, Moody's New York donated more than 9,635 pounds of food to City Harvest, a nonprofit organization dedicated to ending hunger in communities throughout New York City, primarily through food rescue and distribution, education and other innovative solutions.
- » **Xerox Printing:** To further reduce paper waste, we are testing double-sided printing on our copy machines. This initiative is currently being piloted in two locations with plans for broader roll out later this year. Also available is the ability to eliminate cover pages from network copy machines. To have this changed, please contact your local business unit administrator.



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- » **Saving Electricity Via Light Timers:** Moody's uses a lighting control system that is programmed to turn office and conference room lights off at 9:30 p.m. and on at 6:30 a.m. Monday through Friday, with lights remaining off on the weekends. In addition, lights in individual offices are programmed to turn off after several minutes if they do not sense activity.
- » **Green Cleaning:** All cleaning products used in Moody's 7 World Trade Center office are naturally safe and the paper products are made from recycled goods.

### Annual Earth Day Fair on April 19

Don't forget to join Moody's Corporate Services in the first annual Earth Day Fair on Thursday, April 19 in the 7 World Trade Center Cafeteria. Seamless, Staples, 3M, Fellowes, Sanford, Xerox, Dell, Insight, Great Forrest and the NYC Department of Environmental Protection will provide educational materials and giveaways to help you learn more about the company's programs and other local green initiatives. Enter a raffle for a chance to win various environmentally friendly items that we hope will inspire the winner to go green.

### Helpful Tips to Help You Go Green

#### SAVE ENERGY

**TIP #1:** Turn off your computer each night before leaving the office.

**TIP #2:** Set your computer to shut down automatically after 15 minutes of non-use. Here's how: Start menu > Settings > Control Panel > Power Options.

**TIP #3:** Eliminate screensavers. They don't save energy.

**TIP #4:** Unplug cell phone and BlackBerry chargers when not in use as they still use up electricity while plugged in.

**TIP #5:** Turn out desk lamps and overhead lights. If you sit near a window, rely on natural light.

**TIP #6:** Turn off projectors in conference rooms after meetings.

#### SAVE PAPER

**TIP #1:** Print in "draft mode" when feasible. When you do this, Microsoft Word does not print formatting or most graphics, which may make the document print faster. Some printers don't support this option.

- » On the Tools menu, click Options, and then click the Print tab.
- » Under Printing options, check the Draft output box.

**TIP #2:** Save paper by using the blank sides of used sheets of paper for note-taking. You can also cut the amount of paper that you use in half by making double-sided copies when possible. Use the backs of old documents to print out e-mails.

**TIP #3:** E-mail, circulate, or post documents instead of making a copy for everybody.

**TIP #4:** Before printing, ask yourself how many copies you really need.





## MOODY'S IN THE COMMUNITY

**TIP #5:** Use the "Print Preview" feature to proofread documents rather than printing out numerous draft copies. This is also a great time to run spell check.

**TIP #6:** Save paper by fitting more information on each page. Try reducing your margin size (File > Page Setup > Margins Tab) and/or the font size. Many computer programs will allow you to change the defaults so that you don't have to do this every time.

**TIP #7:** Instead of using a full cover sheet when sending faxes, use a small adhesive note including the same information as a fax cover sheet.

**TIP #8:** Set your fax machine so that it prints out a transmission report only when specifically requested, and not every time a fax is sent.

**TIP #9:** Recycle newspapers and magazines.

### ELIMINATE UNNECESSARY WASTE

**TIP #1:** Bring a waste-free lunch. Store your food in reusable containers rather than wrapping it in foil or plastic. Keep utensils and cloth napkins at work to avoid the need for plastic utensils and paper napkins. Bring your hot or cold drinks in a thermos or use a mug you keep at your desk.

**TIP #2:** Recycle toner cartridges. These can contain up to 135 components, many of which can be reconditioned to come to life again as a "new" toner cartridge. You can also save some toner by turning down the contrast when possible.

**TIP #3:** When you're shopping during lunch or on the way home, take a bag with you, and refuse the ones automatically offered at the register.

**TIP #4:** Reuse file folders by replacing the label insert in the plastic tabs, by inverting the folder, or by pasting a blank label over the old one.

**TIP #5:** Refill your water bottle.

**TIP #6:** Keep a mug at work to use instead of using a cardboard cup each time.

### Green Fact

Moody's headquarters at 7 World Trade Center was built according to "green" guidelines and is the first high-rise in New York City to be LEED certified. This means the building is a leader in energy and environmental design according to the rating system maintained by the U.S. Green Building Council. Water savings, energy efficiency, materials selection and indoor environmental quality are just some of the many features of this green design.



## Recycling & Waste Removal Program at 7WTC

Guidelines for Moody's recycling and waste removal program at 7 World Trade Center are below. Recycling is mandated for all office buildings by New York City Local Law 87.

### Recycling — Paper

#### DESK-SIDE

Employees should use the desk-side receptacles for mixed paper only, which includes:

- » white and colored paper
- » newspapers and magazines
- » file folders and envelopes
- » cardboard trays from the cafeteria and empty paper cups
- » junk mail, post-it notes, brown bags
- » any other dry paper item

#### COPY ROOMS

There are large receptacles in all copy room areas and other central locations for collection of large volumes of paper.

### Recycling — Glass, Metal & Plastics

Glass, plastics, and metals, rinsed clean, are collected in designated receptacles, located in the pantries.

### Recycling — Cardboard

Flattened cardboard should be left next to central receptacles in the copy rooms or near the freight elevator lobby for separate removal.

### Non-Paper Waste

All non-paper waste, including food and food packaging, should be disposed of in designated receptacles, located in the pantries and copy rooms. Central collection of these items controls odors and pests.

### Hazardous Materials

Technology equipment, such as old laptops, scanners, monitors and other hardware, should not be discarded in trash bins. Please contact your Business Unit Administrator to make arrangements to have these items disposed of properly.

Batteries should not be discarded in trash bins. Please contact the Property Management Department to collect these items.

### Interesting Facts

#### RECYCLING ONE TON OF WHITE PAPER SAVES...

- » 17 thirty-foot trees
- » 7,000 gallons of water
- » 41,000 KwHrs of electricity
- » 60 pounds of air pollution
- » 3 cubic yards of landfill space
- » 463 gallons of oil

#### RECYCLING ONE ALUMINUM CAN SAVES...

- » enough energy to run a TV for three hours or a 100-watt light bulb for four hours

#### RECYCLING ONE TON OF PLASTIC SAVES...

- » 84% of the energy required to make PET bottles from raw materials.

#### RECYCLING ONE TON OF GLASS SAVES...

- » 1,330 pounds of sand
- » 433 pounds of soda ash
- » 433 pounds of limestone
- » 9 gallons of oil



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### About Moody's Corporation

Moody's is an essential component of the global capital markets, providing credit ratings, research, tools and analysis that contribute to transparent and integrated financial markets. Moody's Corporation (NYSE: MCO) is the parent company of Moody's Investors Service, which provides credit ratings and research covering debt instruments and securities, and Moody's Analytics, which offers leading-edge software, advisory services and research for credit and economic analysis and financial risk management. The Corporation, which reported revenue of \$2.3 billion in 2011, employs approximately 6,100 people worldwide and maintains a presence in 28 countries. Further information is available at [www.moodys.com](http://www.moodys.com).

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