

Northern Micro Environmental Sustainability Report 2019



2019

Northern Micro Inc

Version 1.3

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Approved by Richard Perkins

Northern Micro Environmental Sustainability Report 2019

NORTHERN MICRO INC

VERSION 1.3

EXECUTIVE SUMMARY

Northern Micro is pleased to present the **2019 Environmental Sustainability Report**. This report is consistent with part of the Global Reporting Initiatives (GRI). Although not all of the GRI 2016 reporting requirements were addressed, for example, economic and social initiatives were reported, Northern Micro wanted to present this data as we continue to improve our operations and performance.

The data presented herein represents various environmental data generated from the Northern Micro activities. Northern Micro is registered to ISO 14001:2015 and is continuing to improve its performance through time. The data presented in this report is specific to the activities for 2019.

For the purposes of this report, the 2016 GRI standards were used for disclosure. The applicable GRI disclosures are presented within this report.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
INTRODUCTION.....	4
GRI DISCLOSURE	4
Northern Micro GRI Disclosure Statements:	4
PRIMARY BRANDS, SERVICES	7
ORGANIZATIONAL STRUCTURE.....	8
Responsibility and Authority	8
President	8
Director of Finance.....	9
Senior Director Production & Corporate Quality (Management Representative)	9
Senior Director Product Management & Service	9
MARKETS SERVED	9
Disclosure on management approach	10
Planning.....	11
Management Representative	11
Internal Communication.....	11
Management Review.....	11
Resource Management	12
Operational Control.....	12
DETERMINING SIGNIFICANT ENVIRONMENTAL ASPECTS	13
General	13
PRODUCT STEWARDSHIP.....	18
SOLD PRODUCT PACKAGING PROGRAMS	19
MATERIAL USED	19
USE OF RECYCLED MATERIAL	19
EMISSIONS.....	20
Scope 1 - Natural Gas	20
Scope 2 - Electricity Usage	21
Vehicle Usage	21
Ozone Depleting Substances.....	24
WATER USAGE.....	24

WASTE MANAGEMENT	24
ANALYSIS OF DATA	25
CONTINUAL IMPROVEMENT	25
THIRD PARTY REVIEW	26

INTRODUCTION

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The data presented herein represents various environmental data generated from the Northern Micro activities. Northern Micro is registered to ISO 14001:2105 and is continuing to improve its performance through time. The data presented in this report is specific to the activities for 2019.

GRI DISCLOSURE

Northern Micro GRI Disclosure Statements:

The following GRI Disclosure data is based on the 2016 GRI standards. The applicable GRI disclosures are presented below.

GENERAL DISCLOSURES	DESCRIPTION	CROSS-REFERENCE, ANSWER, OR ADDITIONAL INFORMATION	Additional Information
102-1	Name of the organization	Northern Micro Inc.	
102-2	Activities, brands, products, and services	Primary Brands and Products	Within this document
102-3	Location of headquarters	Ottawa, Ontario, CANADA	
102-4	Location of operations	Ottawa, Ontario, CANADA	
102-5	Ownership and legal form	Northern Micro Inc. is wholly owned by Converge Technology Solutions Corp. Converge Technology Solutions Corp. is traded publicly.	
102-6	Markets served	Markets Served	Within this document
102-7	Scale of the organization	Northern Micro Reports this information to persons with financial interests in the company	

ENVIRONMENTAL DISCLOSURES	DESCRIPTION	CROSS-REFERENCE, ANSWER, OR ADDITIONAL INFORMATION	Additional Information
GRI 301	Materials 2016		
301-1	Materials used by weight or volume	Materials Used	
301-2	Recycled input materials used	Recycled Material	
301-3	Reclaimed products and their packaging materials	Northern Micro accepts returned product, and a tracking method has been established.	
GRI 302:	Energy	Energy Consumption contained in Emissions section of the report	
302-1	Energy consumption	Energy Consumption contained in Emissions section of the report	
302-3	Energy intensity Manufacturing Emissions	Energy Consumption contained in Emissions section of the report	
302-4	Reduction of energy consumption	Northern Micro has continued to reduce its energy consumption as per the ISO 14001:2015 management programs	
GR 303	Water and Effluents 2016		
303-1	Water withdrawal by source	Water Usage	
GR 304	Biodiversity 2016	Not Applicable	
GRI 305	Emissions 2016		
305-1	Scope 1 GHG emissions	Scope 1 GHG Emissions is contained in Emissions section of the report	
GRI 306	Effluents and Waste		
306-1	Water discharge by quality and destination	Water Discharge limited to washrooms, and kitchen	
306-2	Waste by type and disposal method	The Waste Management section of the report contains Waste by type and disposal method	
306-3	Significant spills	None in 2019	
306-4	Transport of hazardous waste	Hazardous waste is not generated	

306-5	Water bodies affected by water discharges and/or runoff	None
GR 307	Environmental Compliance	
307-1	Non-compliance with environmental laws and regulations	Northern Micro has not identified regulatory non-compliance situations, and there have not been any regulatory fines

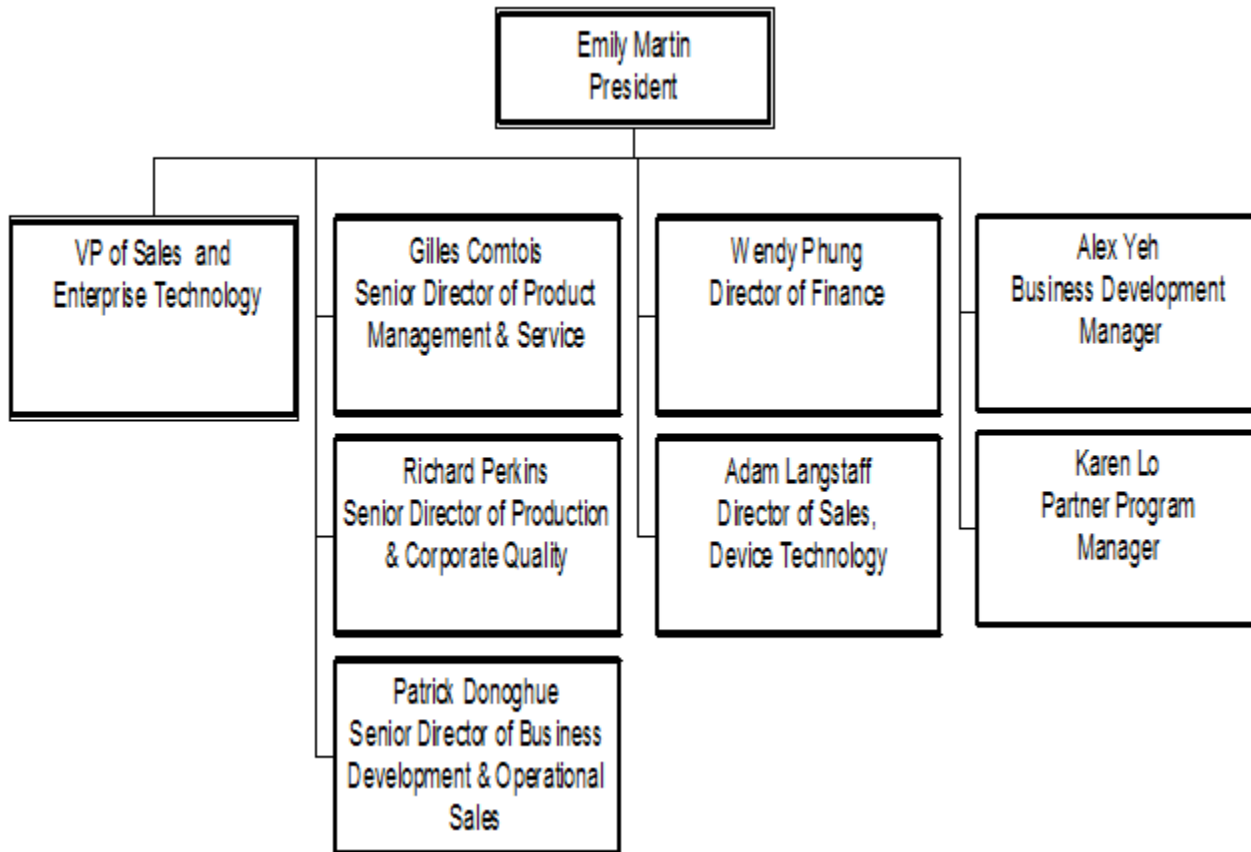
PRIMARY BRANDS, SERVICES

Northern Micro is a Canadian corporation wholly owned by Converge Technology Solutions Corp. Converge Technology Solutions Corp. is a publicly traded company serving the needs of customers requiring computing solutions and hardware. Northern Micro is committed to continually reducing the amount of Pollution created in its manufacturing plant by offering recycling solutions for IT equipment and by properly reducing, reusing and recycling its packaging material while considering the interests of our customers, partners, suppliers, and other interested parties. We provide the leadership to manage the policy and communicate it throughout our organization. Our system complies with all legal requirements and is driven by the environmental objectives defined by Management. The system is planned, implemented, and reviewed while considering the context of our organization. Northern Micro maintains an Environmental Management system that it is proud of!

The Environmental Management System assures that NM computer products, their manufacturing, their delivery, and their recycling are processed under the control of this system. The System is designed to adhere to ISO 14001:2015 standard. The system assures conformance to legal and the company's environmental policy and provides objective evidence of effective control.

ORGANIZATIONAL STRUCTURE

The organizational structure of those functions, which may impact on the EMS, is described in the attached organizational chart. Each major function of the organization is positioned so as to allow the effective implementation of the Environmental Management System. The Management Representative has the necessary authority to resolve environmental issues and the organizational freedom of reporting directly to the President so as to alleviate conflicts with other considerations.



Responsibility and Authority

The environmental system is the responsibility of each employee of Northern Micro. The following are specific quality-related responsibilities of Northern Micro as they relate to the organization chart.

President

Oversees all company operations. Co-ordinates Management staff to attain company goals. Oversees the reviews of Corrective and Preventive actions with the Management Representative at Management meetings to ensure effective actions and follow-up are completed. Acts as the ultimate authority in the

event of dispute in Environmental issues. Ensures that appropriate resources are available to all departments to complete corporate functions, including the ability of departments to hire or train personnel for all activities, including performance of work, verification of activities, and internal quality audits.

Director of Finance

Oversees financial operations at Northern Micro. Co-ordinates financial staff to close company books accurately. Provides accurate and timely financial information to assist the President in making corporate decisions.

Senior Director Production & Corporate Quality (Management Representative)

Oversees Quality Management System and Production operations. Verifies the implementation and follow-up of solutions. Schedules internal audits and provides reporting and follow-up to the management team as a basis for improvement of the Quality and Environmental Management System.

Senior Director Product Management & Service

Oversees purchasing activities. Ensures purchases are made in accordance with ISO 14001:2015 guidelines and Northern Micro Environmental Management System Procedures, and that suppliers are evaluated. Also handles service operations in accordance with ISO 14001:2015 guidelines and Northern Micro Quality and Environmental Management System Procedures. Oversees activities of the Customer Support Group. Develops and authorizes procedures for Technical Services and Support.

MARKETS SERVED

Northern Micro is a Canadian company, serving the needs of customers across Canada. Northern Micro takes pride in being able to tailor its solutions to a wide variety of their customers in the Federal Government, Various School Boards and Private companies (small and Medium Business) Canada wide.

Disclosure on management approach

ENVIRONMENTAL POLICY

of

NORTHERN MICRO INC.

Northern Micro is committed to continually reducing the amount of Pollution created in its manufacturing plant by offering recycling solutions for IT equipment and by properly reducing, reusing and recycling its packaging material while considering the interests of our customers, partners, suppliers and other interested parties. We provide the leadership to manage the policy and communicate it throughout our organization. Our system complies with all legal requirements and is driven by the environmental objectives defined by Management. The system is planned, implemented and reviewed while considering the context of our organization. Northern Micro maintains an Environmental Management system that it is proud of!

Emily Martin

President

12 May 2020

Planning

Northern Micro has an Environmental Plan that consists of the Environmental Objectives, Environmental Manual and the Northern Micro Environmental Management System procedures. By following the Environmental Manual and the Environmental Management System procedures, and by striving to meet the Environmental Objectives, Northern Micro is able to comply with the requirements of the ISO 14001:2015 specifications. If it becomes necessary to implement any procedures or policies that are not currently in Northern Micro's Environmental Plan, then a Plan using the guidelines for planning as per the ISO 14001:2015 guidelines shall be used.

Management Representative

The President has appointed Director of Production as the Management Representative for the Environmental Management System. The Director of Production has defined authority and responsibility for ensuring that the Northern Micro Environmental Management System complies with the requirements of ISO 14001:2015 and that the Environmental Management System is maintained, effective and continually improved.

These responsibilities are carried out through periodic Management System audits and by completing the appropriate corrective actions. Additional responsibilities include:

- Ensuring the efficiency of the Environmental Management System is continuously improved
- Training Northern Micro personnel in regard to the EMS.
- Maintaining registration to ISO through internal and external audits, and monitoring corrective actions resulting from those audits to ensure they are eventually closed out and effective.

Internal Communication

Northern Micro Management ensures that there is a communication process in place regarding the effectiveness of the environmental management system. This is done in many ways, including the Northern Micro Intranet, email and verbally. Northern Micro does not communicate externally about its environmental aspects.

Management Review

Each Process of the Environmental Management System shall be reviewed annually, at a minimum, to assess and demonstrate the effectiveness of the system.

If necessary, additional reviews may be held. The Director, Production & Corporate Quality shall schedule and conduct review of the Environmental Management System with the NM management team in attendance. The following topics are available for address during these review meetings to help ensure compliance with the ISO 14001:2015 standard:

- Environmental policy
- Environmental Objectives
- Results from internal and external audits, and the effectiveness of their corrective and preventive actions
- Improvements to the Environmental Management System
- Follow up of previous environmental reviews.
- Changes that could affect the environmental management system.
- Communications from external interested parties, including complaints

The Director of Production is responsible for maintaining the meeting notes from Management reviews, and any decisions or agreed-upon actions captured during reviews.

The management reviews will produce decisions and actions related to:

- Improvements of the effectiveness of the Environmental Management System and its processes
- Possible changes in the environmental policy or objectives

Resource Management

Northern Micro Management is committed to having a trained and effective team in order to implement and maintain the environmental management system and continually improve its effectiveness. Managers are responsible for determining training needs of their personnel, based on their qualifications, education, and the qualification requirements of individual employment positions as Management determines them for future needs fulfillment.

Operational Control

Northern Micro plans those operations that are associated with the identified environmental aspects consistent with its environmental policy, objectives, and targets. The details of this plan are documented in the Operational Control Procedure.

Northern Micro does not produce a product where the product itself or any byproduct is harmful or poses any risk to any employees or the environment.

DETERMINING SIGNIFICANT ENVIRONMENTAL ASPECTS

Northern Micro's Management team has constructed a list of environmental aspects. This list will be a controlled document called the Environmental Aspects list. It will contain all aspects that were considered, and ones that were considered to be significant.

Once the list of Environmental Aspects is created, the management team will meet to unanimously decide which ones are significant for Northern Micro. The Environmental Aspects list will be updated to reflect the significant aspects.

Northern Micro's Management team will meet annually to review the Environmental Aspects list to ensure that it is still current.

General

Planning of product realization ensures that all quality objectives, environmental objectives, and requirements of the product are outlined and available as reference to produce a product that satisfies both customer and corporate requirements. All motherboards used in the designing of Northern Micro NMSO systems are RoHS certified by the component manufacturer verifying that compliance has been met to the above standard.

Northern Micro's planning of product realization aims to reduce the amount of purchased packaging used to ship its computer systems to clients. Northern Micro strives to reduce the amount of purchased system packaging material by providing customers with the option of allowing Northern Micro to ship using reusable original packaging.

Northern Micro provides its customers the option of returning IT equipment for recycling and proper disposal. Northern Micro will provide this service through the web and will pick up from the customers site and will then properly dispose of the equipment for a fee.

The following Table includes Environmental Aspects that were taken into consideration over the last reporting period.

No.	Area	Aspect	Impacts	Rationale	Severity	Probability	Potential for Increased control	Total Score	Is it Significant?
1	Operations (design, manufacturing, packaging and distribution use and end of life)	Reduce the use of new packaging material whenever we can re-use packing (cardboard boxes, system bags, foams chips, etc.)	Less waste being put into landfills.	This is one area of our process that we have significant control over. One of our Objectives deals with the reduction and reuse of packaging materials. See objective report for results.	1	5	5	11	Yes
2	Operations (design, manufacturing, packaging and distribution use and end of life)	Offer to customers a proper solution to dispose of their obsolete IT equipment	Divert toxic materials in computer products from landfills and potential environment leakage. Also reuses natural resources already extracted at least once.	This is one area of our process that we have significant control over. Our EMS addresses recycling of our product and other company's product to minimize the environmental impact. New recycling partner (Revolution recycling) sourced in Apr 2016 as Sims ceased to exist.	2	5	5	12	Yes
3	Operations (design, manufacturing, packaging and distribution use and end of life)	Maximize floor space efficiency to use less power/electricity	Less energy used in our production means less impact on environment from energy production and transmission.	Current discussions on new lighting options, light strips etc.	2	2	5	9	No
4	Operations (design, manufacturing, packaging and distribution use and end of life)	Review server room set up to bring in new infrastructure and reduce power consumption substantially.	Less energy used in our building means less impact on environment from energy production and transmission.	Report to follow from Technical services team.	2	3	4	9	No

5	Operations (design, manufacturing, packaging and distribution use and end of life)	Order/deliver in bulk whenever possible.	We have less shipments to and from our facility by have products delivered in bulk, which decreases the amount of fuel expended during delivery by minimizing the about and trips and the volume of the product being delivered.	We have been doing this for many years, and the bulk pack standard for CGSB was officially published in Q1 2014.	1	5	5	11	Yes
6	Operations (design, manufacturing, packaging and distribution use and end of life)	Disposal of packaging products (Shrinkwrap nylon strapping)	Materials going to the landfill.	New recycling partner, Cascades recovery diverting the majority of our garbage to recycling. Diversion report is provided via email.	2	5	5	12	Yes
7	Operations (design, manufacturing, packaging and distribution use and end of life)	Disposal of non- recyclable cardboard (motherboard boxes) and polystyrene (OEM packaging)	Materials going to the landfill.	Using cascade recovery has taken care of these types of boxing. Polystyrene solution found to handle recycle of this type of foam.	1	5	5	11	Yes
8	Operations (design, manufacturing, packaging and distribution use and end of life)	Reduce cooling loss in production area by installing doors/plastic windows	Less energy used in our production means less impact on environment from energy production and transmission.	We have isolated the warehouse from the production area to minimize loss of cool air in the summer to reduce the energy used in cooling the building.	1	3	3	7	No
9	Operations (design, manufacturing, packaging and distribution use and end of life)	Company vehicle emissions (Gas vs. Diesel)	Emissions from operations of motor vehicles with internal combustion engines.	All of our vehicles are tested annually for the Drive Clean program for the renewal of the licenses. We are in compliance with provincial regulations.	1	3	3	7	No

10	Operations (design, manufacturing, packaging and distribution use and end of life)	Product Development	Recycling impact	We design product to meet specific customer requirements and all of our motherboards in our products are RoHS compliant Part of our Epeat gold certification	2	3	3	8	Yes
11	Operations (design, manufacturing, packaging and distribution use and end of life)	Re-use/recycle pallets	Materials going to the landfill.	We reuse (sell) all unneeded pallets to a third party that reuses the pallets.	1	5	5	11	Yes
12	Operations (design, manufacturing, packaging and distribution use and end of life)	Bulk software kits 10 kits per 1000 systems	Materials going to the landfill	We no longer ship software kits to our customers unless the client has a specific requirement for them.	1	3	5	9	No
13	Environmental aspects (emissions)	Wastewater disposal	Pollution of the environment	Our manufacturing process does not have any wastewater. Our water emissions are from personal use and are treated at the municipal wastewater facility. We have our property tied into separate storm and wastewater systems. We have purchased a spill kit and done training for the production and JH&SC teams on it.	1	1	1	3	No

14	Environmental aspects (emissions)	Electricity – lights off at nights, No AC in Warehouse	Less energy used in our facility means less impact on environment from energy production and transmission.	New LED lighting pilot project for the building.	3	3	5	11	Yes
15	Environmental aspects (emissions)	Systems/Monitors go into “sleep state” (turn on green features on the company’s PCs).	Less energy used in our facility means less impact on environment from energy production and transmission.	PAR 241	1	3	5	9	No
16	Environmental aspects (emissions)	Heating costs and use of thermostats	Less energy used in our facility means less impact on environment from energy production and transmission.	We have zoned thermostats to have better control over the HVAC system to minimize energy usage.	1	3	3	7	No
17	Environmental aspects (emissions)	Duplex printing	Reduce the materials being delivered to the office and leaving to go into the landfill	PAR 242	1	4	4	9	No
18	Environmental aspects (emissions)	Develop a paperless office program	Reduce the materials being delivered to the office and leaving to go into the landfill	Managers will meet to discuss what changes we can make to use “less paper” this year. Production to no longer provide hard copies of packing slips to Finance Q1 2016.	1	3	5	9	No
19	Environmental aspects (emissions)	Recycle tin, glass, newspapers and paper (Blue Box and shredding of sensitive documents). Composting initiative starting in Q2 2016	Reduce the materials being delivered to the office and leaving to go into the landfill	We have included it and it is working well. Green team will be implementing measurable compost targets.	1	5	5	11	Yes

20	Environmental aspects (emissions)	Energy Star kitchen appliances	Less energy used in our facility means less impact on environment from energy production and transmission.	Ongoing.	1	3	3	7	No
21	Areas of Influence (Contractors and suppliers)	Janitorial services and products used by the contractor	Use of chemicals that are being discharged into the water system	Our janitorial service provider uses biodegradable products in our facility for cleaning.	3	3	3	9	No
22	Areas of Influence (Contractors and suppliers)	Building and HVAC maintenance and emissions. Evaluation of Colonnade Development to properly handle our HVAC system upkeep and maintenance.	Emissions of substances from the HVAC system into the environment. And proper disposal of refrigerants.	The HVAC system is currently being maintained by factory certified Trane technicians.	2	3	3	8	No
23	Areas of Influence (Contractors and suppliers)	Lawn care	Runoff into the drainage ditch that borders the property and storm system that impacts the water downstream.	The use of lawn care products is used according to the municipal by-laws currently in effect.	2	3	3	8	No
24	Emergency Situation and abnormal operations	Area - neighbor's	Potential impact on operating effectiveness.	New neighbor building fence has added cover (Aug 2016) around property near RVCA protected creek. Call placed to RVCA for information purposes. Fire at Drain-All Jun 2016.	2	3	1	6	No

PRODUCT STEWARDSHIP

Northern Micro takes responsibility for minimizing the environmental impacts of the products that we sell and support while they are in use and at the point where our clients require decommissioning them. We have many initiatives directed to the proper disposal of hardware.

We understand that the achievement of reducing the amount of pollution and waste into our natural environment must rely, to a large extent, on each individual member of the corporate team. As such, all employees, with the full support of management, contribute to the goal of reducing, reusing and recycling our products and the waste we produce.

In this regard, Northern Micro also works with committed partners that exhibit a focus on Sustainable Development and Green procurement.

Find out more about how Northern Micro's commitments and green programs on our website.

SOLD PRODUCT PACKAGING PROGRAMS

On top of recycling the product that we sell; Northern Micro also offers packaging take-back programs for the products that we manufacture.

Before increasing the amount of unnecessary packaging shipped to a customer, Northern Micro offers a bulk packaging program where we will bulk ship Northern Micro computers to our clients with 100 % corrugated packaging. The result of using this packaging is more than 60% less waste in discarded packaging. We do this by offering consolidated packaging that fits up to 30 computer systems into one bulk pack instead of individually packing each machine, which produces a lot of unnecessary waste for some of our customers.

Northern Micro has an environmental objective to ship at least 40% of our systems in this manner when it is feasible to our customers to receive it that way. We are pleased to announce that we have successfully met that target in FY 2019.

MATERIAL USED

Northern Micro's purchases are typically a finished good, high-level subassemblies, or services. Therefore, specific measures of weights are not universally available or part of our measurements.

USE OF RECYCLED MATERIAL

Northern Micro has achieved its objective to bring the usage of new material for packaging new computers to 60% of the total number of computers sold.

Northern Micro's manufactured packaging is made of 98.89% recycled materials

Northern Micro's planning of product realization aims to reduce the amount of purchased packaging used to ship its computer systems to clients. Northern Micro strives to reduce the amount of purchased system

packaging material by providing customers with the option of allowing Northern Micro to ship using reusable original packaging.

Northern Micro provides its customers the option of returning IT equipment for recycling and proper disposal. Northern Micro will provide this service through the web and will pick up from the customers site and will then properly dispose of the equipment.

EMISSIONS

Northern Micro's operations do not release significant quantities of greenhouse gases (GHG), so the company's greatest potential impact is an indirect one, through the release of CO₂ by the utility companies providing the electricity used. This has helped drive Northern Micro's focus on energy conservation. Our energy conservation efforts have benefitted both the environment and our bottom line. Northern Micro is committed to the conservation of energy and through this commitment is also committed to the reduction of GHG caused by Gas and Electricity consumption.

Water was measured using the GRI 303 -2016 standard and energy was measured using the GRI 302 – 2016 and standard with information taken from available utility bill and water use calculations.

Scope 1 - Natural Gas

Total direct and indirect greenhouse gas emissions by weight

Enbridge Gas -FY2019	
Month	Enbridge(Gas M ³)
January	4,716
February	4,876
March	3,916
April	6,535
May	1,491
June	466
July	136
August	65
September	136
October	1,110
November	2,141
December	4,896
Total	30484.00
Conversion of Natrua gas M3 to Kb of CO2e	
	2.024
Total Kg of CO2e	61699.62

Scope 2 - Electricity Usage

Vehicle Usage

Northern Micro also includes CO₂ emissions are generated from employee mileage claims as well as company vehicles used for deliveries.

Month		Hydro(KWH)
January		26880.000
February		23280.000
March		24000.000
April		24480.000
May		22800.000
June		22080.000
July		26640.000
August		27360.000
September		24000.000
October		25680.000
November		16080.000
December		19680.000
Total		282,960.000
Conversion		0.41205
kgCO2 E		116,593.67

Mileage - FY 2019	
Month	Mileage
January	910.72
February	5,811.37
March	2,593.38
April	2,262.19
May	5,273.80
June	6,395.79
July	1,725.49
August	4,669.59
September	6,709.48
October	3,392.51
November	3,183.39
December	12,962.86
Total Mileage	\$ 55,890.57

Shell - FY2019	
Month	Amount
January	374.76
February	607.90
March	282.78
April	578.97
May	511.11
June	476.96
July	537.89
August	606.36
September	604.40
October	739.83
November	741.10
December	215.92
Total	\$ 6,277.98

For company deliveries in our company owned truck (based on an average cost of \$1.15 per litre during 2019) Northern Micro's delivery truck used about 5,459 litres of gas during 2019. ($6,277.98 / 1.15 = 5,459.11$)

The 2nd number measured is staff mileage claims are based on the amount paid and we can confirm staff used 10,950 litres of gas in 2019 ($\$55,890.57 / \$0.55 \text{ per kilometre} / 9.28 \text{ (kilometres/litre average)} = 10,950.35$)

Northern Micro used 16,409 litres of gasoline ($5,459 + 10,950$) in FY 2019. This equates to 35.8 Metric Tons of carbon dioxide emissions.

Ozone Depleting Substances

Northern Micro has no ozone-depleting substances that are part of their manufacturing or business processes. We, therefore, have no routine emissions of these ozone-depleting substances. The only potential emissions of ODSs may be the leakage from refrigeration equipment that is inherent in their operation.

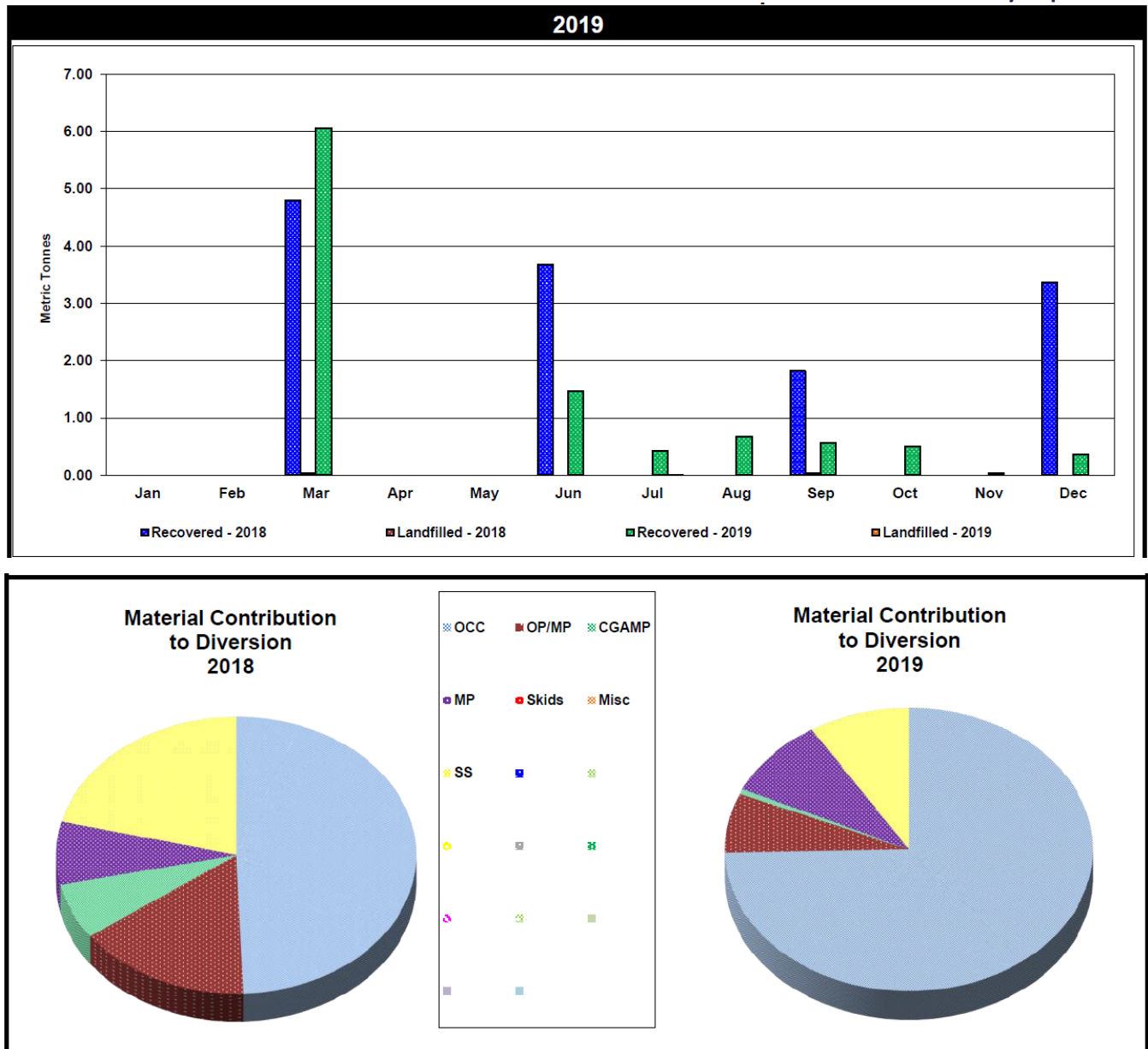
WATER USAGE

Water Usage 2019		Usage M ³
From	To	Total
7-Dec-18	7-Feb-19	76
7-Feb-19	8-Apr-19	78
8-Apr-19	7-Jun-19	68
7-Jun-19	6-Aug-19	77
6-Aug-19	5-Oct-19	78
5-Oct-19	4-Dec-19	81
Total M ³		458

WASTE MANAGEMENT

The following Table represents the amount of waste recycled at Northern Micro. The electronics component is a result of our hardware take-back program where customers may return decommissioned product for proper recycled disposal.

2019																			
Month	OCC	OPIMP	CGAMP	MP	Skids	Misc	SS									Recovered - 2019	Landfilled - 2019	Total	Diversion
Jan - 19																			
Feb - 19																			
Mar - 19	4.82	0.16	0.01	0.54			0.53									6.06		6.06	100%
Apr - 19																			
May - 19																			
Jun - 19	0.96	0.01		0.14			0.36									1.47		1.47	100%
Jul - 19	0.26	0.08	0.01	0.08												0.43	0.01	0.44	98%
Aug - 19	0.52	0.10		0.06												0.68		0.68	100%
Sep - 19	0.49	0.01		0.03												0.56		0.56	100%
Oct - 19	0.32	0.13	0.01	0.04												0.50		0.50	100%
Nov - 19		0.04														0.04		0.04	100%
Dec - 19	0.17	0.16		0.03												0.36		0.36	100%
Total	7.54	0.69	0.06	0.92	0.00	0.00	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.11	0.01	10.12	
Average	1.98	0.69	0.02	0.13	0.00	0.00	0.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.26	0.01	1.26	99.9%
Notes: #/M																			
2018																			
Month	OCC	OPIMP	CGAMP	MP	Skids	Misc	SS									Recovered - 2018	Landfilled - 2018	Total	Diversion
Jan - 18																			
Feb - 18																			
Mar - 18	2.74	0.78	0.80	0.48												4.80	0.03	4.83	99%
Apr - 18																			
May - 18																			
Jun - 18	1.67	1.06	0.04	0.22			0.69									3.68		3.68	100%
Jul - 18																			
Aug - 18																			
Sep - 18	1.10	0.13	0.05	0.12			0.42									1.82	0.03	1.85	98%
Oct - 18																			
Nov - 18																			
Dec - 18	1.24	0.17		0.19			1.77									3.37		3.37	100%
Total	6.75	2.14	0.89	1.01	0.00	0.00	2.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.67	0.06	13.73	
Average	1.69	0.54	0.30	0.25	0.00	0.00	0.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.42	0.03	3.43	99.6%
Legend																			
All weights provided in Metric Tonnes																			
OCC	Old Corrugated Containers																		
OPIMP	Office & Mixed Paper																		
CGAMP	Cans, Glass & Mixed Plastic																		
MP	Mixed Plastics																		
Skids	Skids/Pallets																		
Misc	Miscellaneous Materials																		
SS																			
																Recovered - 2018	Recovered		
																Landfilled - 2018	Landfilled		
																Total	Total Recovered and Landfilled		
																Diversion	Diversion Rate		



ANALYSIS OF DATA

Northern Micro collects and analyses appropriate data to demonstrate the suitability and effectiveness of the Environmental Management System and to evaluate where continual improvement can be applied.

CONTINUAL IMPROVEMENT

Northern Micro is committed to continually improving the effectiveness of the environmental management system through the use of the environmental policy and environmental objectives, analysis of data, audit results, corrective and preventive actions and the management review.

Northern Micro does not currently track savings resulting from its environmental policies and leadership. We estimate that over the past three years that we have had our initiatives in place, annual savings from its waste management and its focus on pollution prevention have exceeded environmental expenses by an average of three to one.

THIRD PARTY REVIEW

Northern Micro will have a third party verification done for our CSR Report to ensure a reasonable assurance that the information provided is accurate. The verification will be completed annually (or as required). The water, energy and GHGs will all specifically reviewed using these internal procedures based off of GRI 2016 and a review of utility records provided to the third 3rd party verifier. Results of this verification will be kept as per our Control of Records procedure.