



## Paper Sourcing & Use Guidelines

State Street is committed to reducing its impact on the environment in accordance with our environmental sustainability policy. As a financial services company, our sourcing and use of paper is one of our primary impacts on natural resources. Consistent with this approach, we will work on the following activities associated with the responsible sourcing and use of paper.

1. Optimize the use of technology such as the use of multi-function devices, swipe to release printing and double-sided printing to make the most efficient use of the paper we use.
2. Implement paperless business processes where identified as a feasible solution to current paper intensive activities.
3. Promote practices among employees to encourage conservation of paper and raising awareness around responsible sourcing and use of paper.
4. Encourage the purchase of paper that is made from recycled fiber and/or is certified to sustainable forestry standards where cost and availability allow.
5. Securely collect all reusable paper waste for shredding and recycling.

We will monitor, measure as appropriate, and report on the progress of our efforts to manage these aspects on an annual basis.