



## Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

## ADP

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Business Services

Member since August 2009

### Management and Leadership



#### **Environmentally Preferable Products and Services**

*ADP is the leading provider of employment related services worldwide. We help hundreds of thousands of businesses and millions of employees 'Go Paperless' everyday. Each payday, millions of employees opt to forgo a paper check and simply use ADP's online pay environment to validate they were paid correctly, then download into their favorite personal finance software. Regardless of whether ADP processes your payroll, or your internal resources, online pay statements from ADP can help your business 'Go Green' while saving time and money.*

*ADP is among the largest providers of direct deposit payment services in the United States, the largest filer of electronic tax returns, and the largest filer of electronic W-2's with the Social Security Administration. We have electronic connections setup with nearly 3,000 local tax and court agencies, allowing employers to automate such manual and paper based functions as garnishment processing, tax filing, employment applications, 401(k) retirement account management and more - all in a paperless, secure environment that reduces energy consumption, carbon emissions, and the workload of your staff.*

*Further, ADP is one of the largest providers of Commuter Benefit Administration services in the United States. We make it simple to offer tax free commuter benefits allowing employers to save employer taxes, employees to save on public transit, and all of us to reduce traffic congestion, clean the air, and increase employee satisfaction.*

**Environmental Restoration or Community Environmental Projects**

*ADP participates in many 'Go Green!' Activities, including ReUSE-a-Shoe, which recycles tennis shoes into playground and running track surfaces; and St. Jude's Childrens Ranch, which recycles holiday greeting cards into postcards for resale. In 2008 ADP donated 41 boxes totaling over 500 pounds of greeting cards.*

**Waste**

**Recycling**

*ADP maintains an extensive recycling program as well as secure document destruction policies and procedures. Metrics are not available.*

**Energy**

**Energy Efficiency**

*Our 'Green IT' initiatives have reduced carbon emissions by over 27,000 tons per year. Further, we have reduced electric use by over 42M KWh. Savings results are not available for public disclosure but exceed \$50M. Further, our data center consolidation improved our resiliency capabilities and allowed us to exceed Federal standards for financial markets and service providers.*

**Renewable Energy**

*ADP is actively pursuing geothermal energy after reviewing numerous alternative energy sources. Cost savings are expected to exceed \$3M upon final implementation.*

**Transportation**

**Employee Commute**

*ADP has introduced 'Homeshoring' where non-client facing associates may work remotely using our secure VPN and secure telecommunications facilities. Thousands of associates are homeshored across the United States, improving quality of life for families, reducing traffic congestion on our roads, lowering our dependence on foreign oil, improving air quality, and improving associate satisfaction. Our detailed metrics of associate satisfaction correlate directly to our client satisfaction index, proving that satisfied associates deliver world class service, which improves client satisfaction, which is directly correlated*

to revenue and profit. For details on the 'Service Profit Chain' and our 'World Class Service' Commitment, please see our website at [www.adp.com](http://www.adp.com).

**Efficient Business Travel**

*ADP locates facilities in close proximity to mass transit to better serve our associates and works with County and State officials in the site planning process. As a local example, ADP relocated in Baltimore County and worked closely with County officials in developing the site plan in close proximity to the Owings Mills Metro stop and bus routes. Further, our Montgomery County facilities moved to the Rockville Metro/MARC stop to facilitate access to mass transit for our associates as well as our clients who attend training sessions at the site(s). ADP makes extensive use of video/web conferencing and is working to reduce business travel as much as possible. A recent conference of over 1,000 associates was delivered in a virtual format for the first time, saving millions in travel expense and reducing our carbon footprint significantly.*

**Fleet Vehicles**

*ADP makes extensive use of logistics management tools to manage our fleet and optimize routing. This also allows our clients to know the specific location of their courier deliveries for clients who choose to use our bonded fleet delivery services.*

## Water

**Water Conservation**

*We have several initiatives to utilize well-water/grey water to reduce our data centers' dependence on local water utilities and conserve water. In addition, the data center consolidation project created significant water savings, although no measurements were taken on this reduction as it was considered an ancillary benefit.*

## Green Building

**LEED Silver**

*ADP's most recent facilities have been constructed to LEED standards, and building certification is expected within the year. Over 75% of construction material has been recycled in our latest 163,000 s.f. building in Augusta, Georgia.*

## Other

*ADP is working closely with leading agencies and non governmental organizations to create standards for 'Green Data Centers'.*

*ADP is a member of 'The Green Grid' and the Uptime Institute, among other associations.*

*ADP has been named to the 'Companies that Care' Honor Roll for the second consecutive year in recognition of our socially responsible corporate policies, including our Green initiatives, our employer of choice strategy, homeshoring, quality benefits, commitment to associate development, and other socially responsible actions.*



*Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.*

*Learn more at [www.green.maryland.gov/registry](http://www.green.maryland.gov/registry)*

