

**Internal memo to the entire
Organisation**

Dear colleague,

At FCC, we want to be responsible and eco-efficient; and we are going to take another step in that direction. This time, the goal is "no more paper": an awareness-raising campaign to reduce paper consumption and also implement good environmental practices in the workplace.

This is because eliminating unnecessary paper usage doesn't just contribute to improving the environment. It also makes us more solidarious and more efficient. And, at the same time, we make very necessary progress in cost saving and sustainable development.

Reducing paper usage is an absolutely vital component of managing the Group's environmental impact. To achieve this, we need the entire organisation to participate and collaborate. All of us must play our part.

Below we have selected ten ways in which each of us can contribute to minimising paper use:

1. Don't print unnecessary documents.
2. Use electronic documents instead of paper documents.
3. Save and distribute documents in digital format, and take advantage of the intranet, e-mail, etc. to share information.
4. Scan documents for digital distribution rather than using photocopies.
5. Adopt the habit of reviewing texts on screen before printing, using the "preview" option (to avoid errors in spelling, margins, fonts, etc.).
6. Produce documents and presentations using a font size and spacing that ensure the text is readable but minimise paper use (e.g. print presentations with two slides per page, and word processing documents with two pages per sheet).
7. If you must print: do so in monochrome, using the printer's "draft" option for documents that are not definitive and for final documents that do not require colour.
8. Configure printers so that they default to duplex, monochrome and draft modes. You can change those settings from the computer when you need to.

9. Where paper was printed on one side only, re-use it for internal documents, taking notes, drafting, sending faxes, etc.
10. Dispose of used paper in the proper recycling bin.

In the next few days, we will implement a campaign with a number of saving, recycling and assessment measures so as to minimise paper use.

Thank you for your cooperation.

Carlos M. Jarque
CEO of FCC