



Environmental Policy Statement

We shall strive to incorporate sustainability into our core business operations through internal and external efforts. Specifically, we shall adopt the following policies and practices:

- Conserve energy, water and natural resources.
- Commit to only purchase environmentally friendly products.
- Reuse, Recycle and Reduce.
- Promote environmental education, outreach and awareness.

Reduce, Reuse, and Recycle

- Reduce the waste stream by increasing recycling and composting capacity to 95%.
- Strive to increase waste diversion by recycling all paper, cardboard, wood, metals, bottles, plastics, packaging and cans.
- Composting all food and landscape waste.
- Discourage the use of paper towels by promoting cloth towels.
- Reduce the waste generated by donating reusable office items (appliances, electronic equipment, furniture) to charitable organizations.
- Reuse envelopes and packaging and purchase reusable products.
- Institute a policy to turn off lighting and appliances in unoccupied rooms.
- Purchase low mercury fluorescent lighting and energy star appliances.
- Conserve water with the installation of dual flush low flow toilets.

Toxics Reduction

- Choose green sealed janitorial cleaning products.
- Only use recycled content products, materials and supplies.
- Purchase No VOC paints, markers and air fresheners.
- Recycle universal wastes and prohibit purchasing hazardous wastes.
- Purchase rechargeable batteries and appliances only.
- Promote storm water and source control compliance.



Environmentally Preferable Purchasing

- Purchase remanufactured and refillable toner cartridges.
- Purchase office & toilet paper with 100% recycled content as well as tree free paper.
- Purchase products with the least packaging (no plastic, polystyrene, aerosol packaging).
- Promote the use of refillable bottles, canvas bags and reusable to-go containers.
- Purchase Energy Star rated appliances and office equipment.
- Install water efficient toilets, showerheads and faucet aerators.

Conserve

- Encourage the use of public transit.
- Promote biking to work.
- Offer telecommuting options.
- Strive to remodel using LEED Green building standards.

Employee Education

- Hold training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing etc.
- Inform employees of environmental issues in company newsletters, training material and staff meeting discussions

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