

GREEN POLICY

Company

Reuse

- ❖ Return all laser printer cartridges to the supplier for refilling.
- ❖ Store shipping materials such as bubble wrap & popcorn for packaging of breakable souvenirs.
- ❖ Recycle bins are placed in all office to capture all double sided non confidential office paper for delivery to the recycling company.
- ❖ Non confidential paper is reused for note pads etc
- ❖ Unwanted confidential printed paper is disposed of via Secure Shred.

Energy

- ❖ Daily monitoring of electricity usage
- ❖ Phase out florescent lighting with L.E.D lighting by Q1 2020.
- ❖ Reduce energy usage on the building portion of the building by 2.5%
- ❖ Determine a monthly water usage base line
- ❖ Devise a method for catch rain water for irrigation and reduce potable water usage.

Purchasing

- ❖ Company purchases printing and writing papers, envelopes, invoices and business forms that use a minimum of 30 percent post-consumer recycled content OR tree-free fiber.
- ❖ Tissue paper, toilet paper, C-Fold towels unbleached/chloride free and made with a minimum of 30% post consumer recycled content.
- ❖ When service and price are comparable the following criteria should give preference to the supplier from which the goods are purchased.

- The company has a policy of favoring certified suppliers or suppliers following best environmental and social practices
- Preference given to product suppliers who provide and take back reusable packaging and shipping containers/pallets
- Preference given to environmentally responsible service suppliers (e.g., alternative fuel taxis, bicycle rentals, landscaping service, etc.)
- Preferences given to 'fair trade' and certified products (such as coffee and tea) or eco-labeled goods where possible
- 'Take-back' policies with suppliers (e.g. reusable containers, takes back the container from the previous drop off)
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Recycle

- ❖ Recycle all unwanted non-confidential double sided documents.
- ❖ Recycle or reused all used lead acid batteries