



800-453-4195

CRAFTING YOUR VISION™

Environmental Policy Statement

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

1. Conserve energy, water and natural resources.
2. Commit to purchasing environmentally preferable products.
3. Reduce, Reuse and Recycle.
4. Promote environmental education, outreach and awareness to our staff and the greater community.

Reduce, Reuse and Recycle

We shall –

- Reduce our waste stream by increasing our recycling and composting capabilities to 85% diversion from the landfill.
- Strive to increase waste diversion by recycling all paper, cardboard, wood, metals, bottles, plastics, packaging and cans.
- Compost all food (starting 2017 for restaurants/grocery) and landscape waste.
- Discourage the use of disposable products by using washable/reusable items.
- Reduce the waste generated by donating reusable office items (appliances, electronic equipment, and furniture) to charitable organizations.
- Reuse envelopes and packaging.
- Promote the use of natural lighting and solar energy, where feasible.
- Institute a policy to turn off lighting and appliances in unoccupied rooms.
- Conserve water with the installation of ultra-low flow and/or dual flush toilets, plant native drought tolerant plants and use water-conserving irrigation systems.

Toxics Reduction

We shall reduce the use of toxic materials to protect employee health and the environment. Specifically we shall –

- Purchase low to non-toxic janitorial cleaning products (only those approved for use by the CA Green Business Program). Certified by Green Seal, UL Ecologo, EPA Safer Choice or a GoodGuide.com score of 8+.
- Switch to recycled content products, materials and supplies when available.
- Purchase Low VOC paints, markers and non-toxic air fresheners.
- Recycle universal wastes (electronics, batteries, fluorescent light tubes, used motor oil) and prohibit purchasing materials that may lead to hazardous waste generation.
- Purchase rechargeable batteries and appliances only.
- Promote storm water pollution prevention and source control.

Environmentally Preferable Purchasing

We shall purchase/use the following:

- Remanufactured and refillable toner cartridges.
- Office & toilet paper with 100% recycled content (50% minimum).
- Products with the least packaging (no plastic, polystyrene or aerosol packaging).
- Recycled content-containing office furniture and supplies.
- Refillable bottles, canvas bags and reusable to-go containers.
- LED lighting and Energy Star appliances and electronics.
- Water efficient toilets, showerheads and faucet aerators.

Conserve Fossil Fuels

We shall conserve fossil fuels by –

- Encouraging the use of public transit.
- Promoting biking to work and carpooling.
- Offering telecommuting options.

We shall strive to build and remodel using LEED green building standards.

Employee Education

We shall educate employees on resource conservation and pollution prevention through –

- Hosting only zero waste events i.e. ensuring that little to no waste is generated during work parties, picnics, meetings. Ask caterers to use reusable everything, buy reusable trays, etc.
- Training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing etc.
- Providing incentives for environmentally preferable practices such as recycling champion, transit hero, etc.
- Informing staff of environmental issues in company emails, training materials, staff meetings.

Environmental Stewardship

Through the course of our work, we shall endeavor to promote these policies to other companies, organizations and individuals.