



**INNOVATION LINE CORPORATE SUSTAINABILITY  
MASTER PLAN Version**

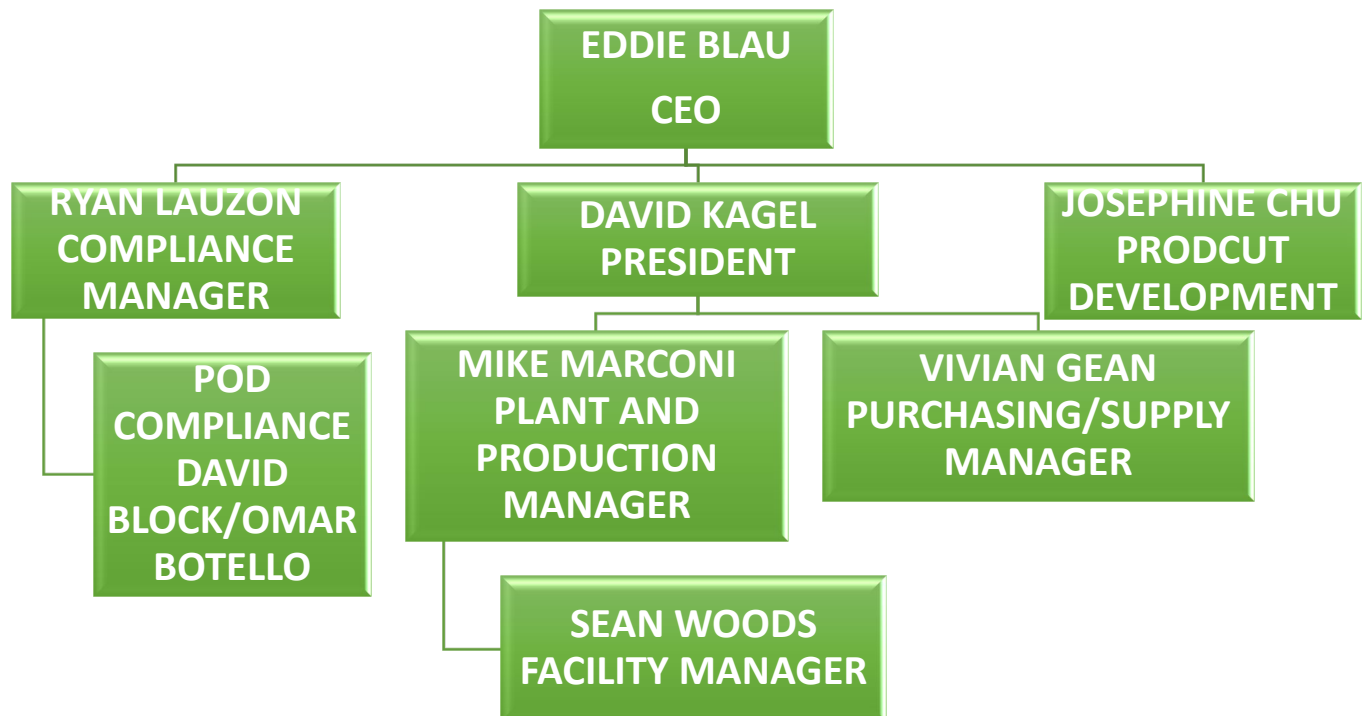
**OCTOBER 2023**

**GBB PLATINUM Member as of 2022**



## INNOVATION LINE

### GREEN "SUSTAINABILITY" TEAM ORGANIZATIONAL CHART



## **Innovation Line Corporate Sustainability Master Plan.**

Innovation Line and our team of professionals are deeply committed to doing business in ways that protect the environment. We manifest our concerns by including sustainability initiatives in everything we do, including how we create and update the systems and procedures which power our business, our production strategies, product choices, supply chain practices and all other business practices and policies. Our Impacts on the environment are key considerations in each of our initiatives.

As it is for many companies, sustainability is an ever-evolving journey. Our key sustainability pillars are: (1) Education – of our employees, customers and suppliers about the value of undertaking sustainability initiatives, (2) Implementation – of our Sustainability Master Plan and (3) Measurability – of the progress of our Sustainability Goals.

We have implemented a **Sustainability Master Plan** which encompasses the following specific areas: (1) reduction or elimination of single use office, manufacturing and product line items, (2) reduction or elimination of products made from non-renewable natural resources or made from virgin synthetic carbon based materials, (3) elimination of harmful chemicals used in the course of our business operations, (4) improvements to our physical plant to become more energy, water and resource efficient, (5) enhanced use of positive natural environmental conditions in our operations, (6) embracing recycling and other environmentally positive practices in our business operations, (7) evolving our product line to include more sustainable and eco-friendly products, (8) adding programs to improve the working environment and overall lives of our employees, and (9) encouraging our supply chain partners and other stakeholders to implement their own sustainability plans.

For Innovation Line, our Corporate Sustainability Master Plan memorializes our commitment to the environment and provides a thorough and exhaustive road map of the steps we're taking to meet our corporate and social responsibility goals. You can view our Sustainability Master Plan on our website at [www.innovation-line.com](http://www.innovation-line.com) under the Tab titled "Product Safety/Testing & Compliance." For further information about Innovation Line's sustainability initiatives please contact our Corporate Compliance Manager, Ryan Lauzon, at [ryan@innovation-line.com](mailto:ryan@innovation-line.com).

## COMPLETED

- **Eliminate all single-use paper, Styrofoam or plastic cups, plates, and utensils in the kitchen area. Use reusable mugs, dishes, and silverware instead**

### KEY STEPS:

- Meet with purchasing manager to discuss this initiative, and educate and share the significant cost savings and reduced waste of switching to reusable kitchenware.
- Identify and record the number of employees that on average use each break room and common area.
- Replace all plastic ware/Styrofoam products with reusable items; enough for all employees and a limited extra amount for any guests.
- For remote work, encourage employees to cook at home instead of purchasing take-out and switch to reusable containers for daily use
- Communicate with employees via email, posters, flyers, etc. to ensure employee awareness.

**NOTES:** COMPANY HAS ISSUED BRANDED TUMBLERS TO BE USED BY EMPLOYEES. WE HAVE STOPPED ALL ORDERING OF PLASTIC, STYROFOAM, AND SINGLE USE PAPER PLATES. WE ARE ENCOURAGING OUR EMPLOYEES TO BRING IN MATERIALS FROM HOME TO SMOOTH THIS TRANSITION.

- **Develop a paper reduction policy that clearly defines when and how items should be printed to significantly reduce paper usage and consumption**

### KEY STEPS:

- Develop a written paper reduction policy for your business.
- Review the policies and steps you define with all staff and implement all reduction practices that may be applicable for each business unit.
- Monitor your company's paper usage and purchasing in relation to your reduction policy, if you continue to purchase just as much paper, hold another meeting with employees to reiterate the importance of paper reduction.

**NOTES:** Office Staff has transitioned to a paperless order processing system. Our Order Entry Reps all work digitally while processing orders. 3 of our Production Departments have transitioned to a paperless system. This transition means each

*order only has 2 pieces of paper follow it a packlist that ships to the customer and a pick sheets that allows us to pull and bill an order correctly. The standard orders jackets consist of anywhere from 5-12+ pages per order. Every attempt is made to reduce paper with e-proofs, electronic billing, etc.*

- **Eliminate unnecessary paper usage as much as possible including forms, contracts, meeting agendas and materials, proofs, and drafts**

**KEY STEPS:**

- Identify the most common form documents used in your business.
- Convert paper forms to electronic versions using a number of popular software programs available such as MS Word or Adobe LiveCycle.
- Include new electronic form on an online directory, replacing old paper forms. Also the form "owner" will have an electronic version that they can send out as needed.

**NOTES:** *Office Staff has transitioned to a paperless order processing system. Our Order Entry Reps all work digitally while processing orders. 3 of our Production Departments have transitioned to a paperless system. This transition means each order only has 2 pieces of paper follow it a packlist that ships to the customer and a pick sheets that allows us to pull and bill an order correctly. The standard orders jackets consist of anywhere from 5-12+ pages per order. Every attempt is made to reduce paper with e-proofs, electronic billing, etc.*

- **Designate your office as a smoke-free working environment with outside smoking areas 25 feet away from building entry areas and common walkways**

**KEY STEPS:**

- Identify and designate specific areas outdoors for smoking - they need to be 25 feet from all entries and walkways.
- Install signage that states your building's smoke-free policy and clearly indicates designated smoking areas.
- Send out a company-wide email explaining the new policy.

**NOTES:** *All buildings have designated Smoking Areas with ashtrays. Memo issued to remind employees of the policy.*

- **Arrange the workspace to take advantage of areas with natural sunlight; design future spaces with natural lighting opportunities in mind**

**KEY STEPS:**

- Develop a floor plan for furniture, space dividers, and windows to maximize light exposure and minimize glare and excess heat.

- Make the most of southern exposure. South-facing windows tend to be great sources of light year-round and offer beneficial heat effects. Lower-angle winter sunlight will bring warmth and light through south-facing windows.
- Conduct a sunlight and daylight assessment for more complex projects, or if you want to make structural changes to the office area and building. Many times small changes such as skylights are very affordable.
- Rearrange furniture according to the floor plan.

**NOTES:** *Our Teale Building has been configured to take advantage of natural light sources. All location uses skylights, large roll up doors, and windows to increase natural light.*

- **Use natural odor elimination**

**KEY STEPS:**

- If an odor is caused by moisture from a leak, remove and replace damaged building materials within 48 hours of the water intrusion or as soon as the smell is detected.
- If the smell is an ongoing problem, make sure that the room is well-ventilated with fans that remove stale air to the outside, or consider installing an air purification system centrally for the entire building or locally in the affected area.
- Some common houseplants, such as the spider plant and azaleas, can help purify the air when evenly distributed throughout the office. Avoid overwatering the plants to prevent pests and mold growth.

**NOTES:** *Production staff uses fans, exhaust systems, and natural ventilation (roll up doors) to combat fumes and smells from production processes. Our bathrooms are equipped with fans to reduce the need to "fragrance" based products.*

- **Minimize air conditioning usage through natural ventilation by opening windows**

**KEY STEPS:**

- Use your air conditioning units as a last resort, and opt to open your windows before turning on AC systems. For best results, create a cross-ventilation effect by opening windows on opposite sides of the building. Opening the windows a few inches instead of all the way will create a draft that makes the air feel cooler while also increasing air circulation.
- Make sure the building is well-sealed and insulated to prevent unwanted air leaks so that you can minimize air conditioning use on days when natural ventilation isn't the best option.
- Use ceiling fans, or consider installing ceiling fans, to create a cooling effect that has less of an impact on the environment.

**NOTES:** *PRODUCTION STAFF USES FANS AND KEEPS LARGE ROLL UP DOORS OPEN NEAR PRINTING AND WAREHOUSE TO MINIMIZE NEED FOR A/C. IN COLDER MONTHS WE REDUCE OUR OPENINGS TO REDUCE HEATING NEEDS. WE ALSO KEEP A RELAXED DRESSING POLICY, SO THAT EMPLOYEES CAN TAKE ADVANTAGE OF DRESSING COOLER OR WARMER AS WEATHER PERMITS.*

- **Encourage employee carpools**

**KEY STEPS:**

- Conduct a brief survey or interviews to understand your employees' current transportation patterns and modes of transport. You can also understand what incentives would encourage them to carpool. If your office is not ideal for carpooling, refer to online sources to carpool with nearby companies - there are many online providers.
- Establish the carpooling incentive from a number of possible options, among others: reduced or free parking, prizes, discounts, etc.
- Determine registration and eligibility requirements: full-time employees, part-time employees, multiple worksites, or just one worksite, etc. This can be very straightforward depending on your preference.
- Announce and implement the carpooling program. Use the breakroom, organizational email, and website, staff meetings, etc. Make sure to periodically monitor and maintain the program.

**NOTES:** *Employee break areas have posters, which encourage employees to carpool and educate them on the benefits.*

- **Schedule regular maintenance on company vehicles to ensure each vehicle is operating as efficiently as possible to reduce emissions**

**KEY STEPS:**

- Conduct an assessment of your fleet. How often are your vehicles used? When are they next due to be replaced? What is their typical cargo load? How much time do vehicles spend idling?
- Next, research the green vehicle options for your situation. Is there flex-fuel, hybrid, or electric models available that fit your business's needs and budget? Is there a car-sharing service that stocks the type of vehicle you need in your area?
- Make sure to properly and routinely maintain all vehicles, including checking tire pressure. Recycle all automotive fluids.
- Combine errands and plan delivery routes in order to drive the fewest miles possible. Try to eliminate any unnecessary idling.

- If your vehicle use is sporadic, it might be worth selling it and opting for a car-sharing service instead

**NOTES:** All company vehicles including, forklifts and delivery trucks are on a regular maintenance schedule. They are serviced based on the manufacturers guidelines, and include daily employee checks and all annually scheduled maintenance.

- **Reduce junk mail by removing your business' name from national direct marketing databases**

**KEY STEPS:**

- Remove your business name from two major mailing databases: Dun & Bradstreet and InfoUSA/Data Axle. To remove your business name from their mailing lists, contact Dun & Bradstreet Customer Service at 1-800-234-3867 or [custservprivacy@dnb.com](mailto:custservprivacy@dnb.com) and fax your request to 402.836.3993 for InfoUSA/Data Axle or email [contentfeedback@infogroup.com](mailto:contentfeedback@infogroup.com).
- Designate an employee who can contact individual, persistent mail solicitors.
- Remove your company name from specific company mailing lists.
- Have all employees in your business direct all unsolicited mail to the assigned employee.
- Encourage all your employees at the individual level to contact persistent direct marketers and request removal from their mailing lists. Preventing your business from being added to mailing lists in the first place is the best idea. This will reduce the amount of unwanted mail you have to deal with and eliminate the hassle of removing your business from mailing lists.

**NOTES:** We have contacted the above email addresses to have our Company Name removed from any available database.

- **Significantly limit the amount of physical marketing materials you produce and limit amount of paper used (envelopes from marketing materials – use fold and mail when possible)**

**KEY STEPS:**

- Evaluate possible ways in which you can reduce using physical marketing materials. For necessary physical marketing, prioritize using fold and mail or FSC-certified materials.
- If fold and mail are not currently feasible, work with your design firm for future designs to incorporate this capability into your marketing materials. Your customers will thank you for having to deal with less clutter.



- If a redesign is not viable or you cannot reduce the number of physical marketing materials you produce, work with your material providers to ensure you are using 100% recycled or FSC-certified materials.
- When going to in-person events and conferences, limit your "free swag" and find sustainable alternatives.

**NOTES:** *As a company we have eliminated our catalog of over 260 pages and no longer send out hard copies of this book. We used to send over 10,000 of these to our customers and would have about 40,000 on hand for future use. We have transitioned all paper flyers, marketing blasts, new product announcements to online and email.*

- **Print and copy double-sided when possible, to significantly reduce paper use and waste**

**KEY STEPS:**

- Work with an IT representative to change printer's default preferences to print double-sided.
- Send an email to all employees about the new double-sided printing default settings and its significant benefits.
- You can also place a note by the print stations stating the new double-sided policy.
- If necessary work with individual users and IT to set default preferences for each computer to use double-sided printing.

**NOTES:** *We have encouraged all our employees to reduce printing usage and the need for paper, by printing two sides, when possible. All our remote employees reuse printed material as scrap paper for notes.*

- **Eliminate all physical marketing materials, rely only on digital methods**

**KEY STEPS:**

- Evaluate your current marketing materials and strategies, consider how much money and resources are spent on these items.
- Meet with the marketing team and determine whether it is possible to go completely digital with marketing materials, based on the nature of your company.
- Invest in more media efforts to replace your physical marketing materials. Consider creative methods such as radio or podcast ads, tv commercials, google ads, digital billboards, etc. — the possibilities are endless!
- Turn to social media for a more affordable alternative, many social media platforms and accounts are completely free, they just take time to build a following. Social media is an excellent source to reach a wide variety of customers from all over the world. Hire a social media specialist, and for

**bigger companies a whole team, to focus on these efforts and become a prominent brand.**

**NOTES:** *As a company we have eliminated our catalog of over 260 pages and no longer send out hard copies of this book. We used to send over 10,000 of these to our customers and would have about 40,000 on hand for future use. We have transitioned all paper flyers, marketing blasts, new product announcements to online and email.*

- **Undergo regular and complete check-ups and maintenance of your HVAC or A/C system**

**KEY STEPS:**

- If you already have an HVAC maintenance contract in place, make sure your provider only uses non-ozone-depleting refrigerants if compatible.
- If your HVAC system is not compatible with non-ozone-depleting refrigerants, then update your systems to ensure this compatibility.
- Schedule regular and complete check-ups and maintenance of your HVAC system.

**NOTES:** *All buildings which have a HVAC system go through regular maintenance and repair, under the supervision of our Company Facility Manager.*

- **Assist at least one other business in learning about sustainability, social responsibility, and green business efforts and encourage them to join the GBB**

**KEY STEPS:**

- Your environmental progress and positive impact on the environment can be multiplied by encouraging other businesses to take on their own green initiatives.
- Share your wins and public profile with other business owners and share your enthusiasm about your membership with GBB.
- Visit [www.greenbusinessbureau.com](http://www.greenbusinessbureau.com) and refer businesses you think will also be interested in GBB membership benefits.

**NOTES:** *We have shared the GBB program with one company in our industry, High Caliber, which will begin the GBB process. We have also included our membership to GBB on our website. This will help customers know that we are striving toward a “greener” future. We plan to distribute information to customers a vendors when they ask about the program.*

- **Relax the office dress code to allow for attire that doesn’t require dry cleaning**

**KEY STEPS:**

- Relax the office dress code to allow for attire that is more climate-appropriate and does not need dry cleaning. Relaxing the dress code will also do more than eliminate the need for frequent dry cleaning. Business attire, particularly the traditional uniform of long-sleeved shirt, tie, and jacket, is ill-suited to warmer regions and the summer months, and requires cranking up air conditioners in your workplace. Opting for a policy that permits more climate-appropriate clothing lets your thermostat be set to a slightly higher temperature in warmer periods of the year. The services that offer CO2 dry cleaning are swiftly increasing in number. Make sure employees are aware of this option, and if possible, provide a listing of local dry cleaners that use “green” cleaning methods.

**NOTES:** *Our Company doesn't require any clothing that requires dry cleaning. All employees are subject to a professional, yet loose dress code, to ensure employees are comfortable and able to perform their work.*

- **Have accessible green space somewhere onsite or in close proximity to grounds including a garden, walking trail, or courtyard**

**KEY STEPS:**

- Survey the area surrounding your building for potential green space.
- If creating a green space onsite is possible, consider working with your landscape provider or construction project manager to develop a plan for building a garden or courtyard. Make this an opportunity to get your employees involved, asking for their input on the green space design.
- If creating a green space onsite is not possible, research the closest walking trail, park, or garden and discuss how feasible it is for employees to commute there on their breaks.
- If your company is planning a new build or renting, choose a facility with access to ample grounds, a courtyard, or a walking trail.
- Encourage employees to take their breaks outside or schedule breaks specifically intended for employees to get fresh air throughout the day.
- Witness improvements in employee health, productivity, and happiness improve!

**NOTES:** *Our buildings in the Playa area, are close to walking trails and paths, a nature preserve, and parks. We encourage our employees to visit these locations, before, after, and during work hours.*

- **Provide a benefits package that meets the needs of employees, and is well- defined, accessible and transparent to all workers**

**KEY STEPS:**

- Review the current benefits package.
- Ask employees whether they are satisfied with their current benefits package and changes they would like to see made.
- Determine what benefits should be granted to full vs part-time employees.
- Create a benefits package you think is fair and share it with employees to get feedback.
- Clearly communicate to employees what their rights and benefits include.

**NOTES:** *Our Company offers benefits to our employees including, Health and Dental Insurance. We offer retirement packages, time-off, and family and medical leaves. All this information is outlined in our HR Employee Handbooks, and are reviewed, updated, and distributed annually.*

- **Provide a living wage for all employees, at all levels of the organization including both full time and part time workers.**

**KEY STEPS:**

- Determine the average cost of living in your area.
- Provide a fair, living wage that is at or slightly above average for your area.
- Evaluate the cost of living annually to ensure you still provide employees with a livable wage and adjust accordingly.
- Watch your employee satisfaction and retention increase!

**NOTES:** *Our Company strives to provide our employees with a competitive wage based on the industry. Refer to our HR Department for documentation.*

- **Define, institute, and clearly communicate a policy to prioritize employee diversity, equity, and inclusion.**

**KEY STEPS:**

- Create a diversity, equity, and inclusion committee to define and advocate for DEI within the workplace and company operations.
- Define, institute, and clearly communicate a policy to prioritize employee diversity, equity, and inclusion.
- Ensure anyone regardless of race, ethnicity, religion, gender identity, and sexual orientation has equal access to employment and leadership positions in your company.
- Improve diversity in your workforce. Ensure your workforce reflects your local community.
- Create a culture that is accepting and safe for anyone. Create a strict policy against discrimination and enforce those who break it with termination.
- Listen to employees from marginalized groups and make continuous changes to improve their work lives.

**NOTES:** *As a Company we recognize the need to have a diverse, equitable, and inclusive work environment. We put DEI at the forefront of our hiring and retention policies. We do not discriminate for any reasons. These issues are defined in our Employee Handbook and we ensure all employees receive appropriate training. Refer to our HR Department for further documentation.*

- **Provide a trusted, impartial and empowered 3rd party for the remediation of significant conflicts arising between employees and the business/business leaders**

**KEY STEPS:**

- Hire an HR person who is well-trained in conflict resolution or a contractor specifically to handle workplace conflict.
- Develop a strict no-tolerance policy for workplace harassment, intimidation, bullying, or discrimination with aggravated offenses facing termination.
- Create a safe space for employees to report significant conflicts, harassment, or discrimination.
- When instances are reported, handle them with sensitivity, respect, and consideration of the safety and well-being of the employee.
- Issue fair and just consequences for offenses.

**NOTES:** *Our Company has a well-trained HR department to handle workplace conflicts. Supervisors undergo annual training, which includes basic conflict resolution. Our Company also retains an outside HR Consultant to be used for more serious issues.*

- **Implement a sustainability process and standard for all meetings, conferences, and events**

**KEY STEPS:**

- Reduce paper waste. Email agendas, presentations, and reports beforehand instead of printing them. Use whiteboards and projectors instead of flip charts. Allow employees to take notes on laptops, instead of on legal pads or in notebooks (alternately, have one person take notes/minutes and send them out to the rest of the staff via email afterward). Make sure there are recycling bins in the conference room.
- Consider your food purchase. If you provide food and drink, buy food from a local, sustainable caterer that aligns with your company's efforts. Refuse any single-use silverware or dishware the caterer may provide. Do not purchase water bottles and provide reusable dishware.
- Designate an employee to manage any waste created from the event. Have a separate compost bin for food waste. Make sure all recyclable items are sorted accordingly.

**NOTES:** *Companywide we have instituted remote meetings. We use Zoom and Microsoft Teams to reduce the need for face-to-face meetings. We no longer require employees to be physically present at meetings. Supervisors email meeting agendas, minutes, and attendee lists via email. We only print copies of notes when absolutely necessary.*

- **Rent or purchase a building that is close to public transportation stops and bike paths**

**KEY STEPS:**

- Evaluate your business' needs for building space including the amount of land, size, and proximity to waterways, highways, etc.
- Identify building options that are close to public transportation, or high-density city areas where employees may live.
- Encourage employees to use public transportation to commute to work by regularly communicating goals.
- Evaluate progress towards reducing transportation-related emissions.

**NOTES:** *All Company buildings are close to public transit.*

- **Organize sustainability committee or green team to serve as your company's leading advocates for greening efforts**

**KEY STEPS:**

- Identify the key executive/manager(s) to lead your company's green team.
- Recruit additional green team members from across key departments in the organization, including both junior and senior staff members, and representatives from critical enabling departments, like finance and human resources.
- Don't hesitate to reach out to external stakeholders for their guidance and sustainability expertise. This could include individual consultants, community leaders and business partners.
- Coordinate a meeting to discuss the GBB program with the green team, organize the completion of GBB activities and plan the rollout of green initiatives for your company.
- Meet or update on a regular, pre-determined schedule to discuss progress. Always look for additional opportunities to improve your company's sustainability.

**NOTES:** *Our Company has identified individuals to be part of our Green Team. This team will be responsible for initiating the relevant GBB initiatives. This Team will act as the Environmental and Social stewards for the company.*

- **Complete GBB's Getting Started steps, including filling out your company's Member Profile and the GBB Assessment**

**KEY STEPS:**

- The GBB Assessment determines your company's current sustainability performance, honors the green initiatives you have already implemented, and sets the foundation for future goal setting and sustainability plans.

**NOTES:** *Company has completed GBB Profile, all prerequisites, and assessment.*

- **Develop a sustainability mission statement for your business and define your company's core commitments**

**KEY STEPS:**

- Research and review sample mission statements, including those from companies you admire, aspire to be like or compete with to gain a sense of how other companies see their role in fostering sustainable business practices.
- Share your Mission Statement and Commitments with customers, business partners and the public by entering it into your Member Profile. Utilize customization features to add your own unique touch.
- Use the release of your mission statement as a highlight for your company's official sustainability launch.

**NOTES:** *Company has developed a sustainability mission statement and integrated this into our announcements.*

- **Publish your company's green accomplishments**

**KEY STEPS:**

- Identify a few important sustainability achievements and milestones you want to share with your stakeholders and the public. Focus on accomplishments that 'tell your story'.
- If a milestone is currently underway, feel free to save it as a draft in your Member Profile until you're ready to publish.

**NOTES:** *Company has developed a sustainability mission statement and integrated this into our announcements.*

- **Install a filtered water tap or water bottle refill station that provide high-quality drinking water and encourage employees to use them in place of bottled water**

**KEY STEPS:**

- Meet with your purchasing manager to discuss this initiative and the potential for significant cost savings and reduced waste. Identify and record the number of water taps and note any non-standard tap sizes. Purchase an adequate number of water filters and filter replacements. Discontinue your water cooler refills or the purchase of individual water bottles.

**NOTES:** *All Buildings have a filtered drinking station and we have issued Company Water Bottles to encourage its use and to eliminate the need for paper and plastic cups.*

- **Have a composting program for your business/home food waste**

**KEY STEPS:**

- Set up a tabletop composting bin in a lunch room, near the coffeemaker, or kitchen. Most tabletop composting bins come with carbon filters at the top to stop smells from escaping the bin.
- Post a sign near the bin that informs employees about what can go into the composting bin. Be sure to include items like coffee beans, coffee filters, vegetable scraps, fruit scraps, and tea bags.

**NOTES:** *We have partnered with our local trash service to receive green compost bins, as part of their city compost program. We have small green bins for food waste in each of our employee break areas. Educational posters are up at each location to assist employees in this process.*

- **Properly dispose of all hazardous waste materials including batteries, paint and chemicals, lightbulbs, aerosol cans, and electronics**

**KEY STEPS:**

- Place a container in a highly trafficked or visible area that will hold the items specified above. A good place can be next to your recycling bins for your other waste materials and products.
- Determine if your waste disposal company has a dedicated hazardous waste pickup day. If your disposal company cannot handle this waste, either hire a separate hazardous waste pickup and disposal company or locate your closest battery, lightbulb, or electronic recycling center. Many home improvement stores offer this for free.
- Communicate with all employees via email, flyers, etc. to create awareness and educate them about the new recycling policy for this type of waste.



**NOTES:** *As a Company we use local waste recovery companies to handle all our printing by products. We have in place a return policy for used toner cartridges, light, bulbs, and other hazardous material. All damaged electronics and metal are recycled when possible or dropped at a proper facility.*

- **Change your HVAC or A/C filters every six months or more frequently as is recommended by filter type**

**KEY STEPS:**

- If you already have an HVAC or A/C maintenance contract in place, verify how often your filter is being replaced. If you have a contract in place that is regularly changing the air filters every six months (or more frequently) then this initiative is complete.
- If you do not wish to have a maintenance contract, then determine the type, size, MERV rating, and frequency of filter replacement that your HVAC or A/C unit requires. Set a reminder in your calendar, and implement a repeating reminder mechanism based on the replacement frequency necessary. Enjoy lower energy bills and cleaner and healthier air in your office!

**NOTES:** *Our Facility Manager has verified this is done.*

- **Plant native, region-friendly plants to minimize the impact on the local habitat and to limit the amount of irrigation water needed**

**KEY STEPS:**

- Contact your current landscape and gardening provider to discuss options for a native landscaping.
- If native landscaping is an option for your facility, seek estimates. Remember that with limited irrigation, maintenance and chemicals this new landscape can pay itself off quickly.

**NOTES:** *All our buildings have limited to no landscaping needs.*

- **Replace water-intensive grass with regionally native, climate resilient ground coverings**

**KEY STEPS:**

- Work with your landscape provider to assess your current landscaping and identify areas where water-intensive lawn can be replaced or combined with native, climate resilient ground coverings. You may have to contact local plant nurseries to source native plants.

- Go over your options for ground coverings including their cost, their potential size as they mature and any maintenance requirements.

**NOTES:** *All our buildings have limited to no landscaping needs.*

- **Choose paperless billing with vendors, business partners, and suppliers when possible**

**KEY STEPS:**

- Identify all suppliers and providers of products and services that your business consistently pays and receives invoices from.
- Enter the payee information into your online banking system so that you may pay them online, saving postage, envelopes, paper, etc.
- Also work with each of these vendors to sign up for any online billing features they offer - if they don't offer, encourage them to do so.

**NOTES:** *We have transitioned to a completely paperless billing system. Our order entry and art departments encourage e-flies, whenever possible for customers. Most of all our communication, billing, memo, and confirmations are all done electronically.*

- **Establish a paperless billing program for your customers and encourage use by creating incentives**

**KEY STEPS:**

- Identify any processes that require significant paper billing to your customers.
- Work with vendors to develop an electronic billing system.

**NOTES:** *Our Company is completely non-paper billing system.*

- **Perform a yearly assessment of all suppliers/vendors' environmental and social practices in comparison to your company's commitments**

**KEY STEPS:**

- Evaluate their practices including how and where they source their materials from, if they provide a livable wage to workers, whether they use sweatshops or otherwise harmful labor, and if they release harmful pollutants and chemicals into the environment.
- Ensure suppliers, at a minimum, do not use hazardous chemicals or directly pollute. This includes substances that are persistent, bioaccumulative, carcinogenic, mutagenic, and toxic for a variety of endpoints.
- Decide whether a supplier/vendor's practices do not meet your standard, terminate your business with them, and find a more sustainable and socially

responsible alternative. If there aren't any better options, work with them, at a minimum, on using less harmful chemicals in their operations.

**NOTES:** *We work closely with our vendors to ensure they are in line with our Ethical and Environmental Standards. We test all new products to ensure there are no harmful chemicals. Annually we submit our Vendor to Code of Conduct to all our existing vendors for review.*

- **Install timers on non-essential electrical appliances and reduce “vampire loads” by unplugging them when not in use to reduce business scope 2 emissions**

**KEY STEPS:**

- Identify and record energy used for all workplace electrical appliances.
- Purchase the necessary amount of mechanical timers at your local hardware store for appliances such as water coolers, coffee makers, computers, lamps, etc.
- Install mechanical timers at the outlets of all identified electrical appliances. Refine, if necessary, the times at which the appliances turn on and off to minimize electricity consumption.

**NOTES:** *By reducing the amount of energy lost and wasted when appliances aren't in use, timers act to lower business scope 2 emissions through energy efficiency gains.*

- **Install light switch occupancy sensors in proper locations to automatically turn off lighting when no one is present**

**KEY STEPS**

- Identify and record the location of light switches, specifically those light switches in unfrequently trafficked areas. Think hallways, bathrooms, breakrooms, closets, meeting rooms, etc.
- Purchase an adequate number of occupancy sensors for your building/office.
- Install and test occupancy sensors.

**NOTES:** *Our Teale Building has been fitted with sensors in low traffic areas, to reduce the amounts of daily energy being used in unoccupied areas.*

- **Implement a comprehensive recycling program including education, proper signage, and monitoring**

**KEY STEPS:**

- Choose a waste management company with a comprehensive and reputable recycling program.

- Add recycling bins throughout the office. If on-site recycling uses a dual-stream you'll need to separate by item category and add segmented bins.
- Educate employees about your recycling program including reducing their consumption and what is and is not accepted.
- Monitor the results of your program, make changes, and continue to educate employees as needed if the waste stream is continuously contaminated.

**NOTES:** *We have implemented Recycling program into all our buildings. We have empowered our on-site Department Heads to monitor and educate employees as necessary. We have partnered with our Collection Agency to track our progress.*

- **Install or choose a building with electric charging stations on site**

**KEY STEPS:**

- Determine the amount of electric charging stations needed for your company's and employee's vehicles
- Create a policy and practice to ensure vehicles are properly charged when necessary.

**NOTES:** *We have electric fork lifts on site for our buildings and have installed electric chargers for them.*

- **Provide equitable opportunities to ensure women have equal access to employment, leadership roles, and pay.**

**KEY STEPS:**

- Assess the makeup of your current executive team, senior management, leadership, and Board. How many women serve in these positions?
- Work with leaders at your company to create a strict equal-opportunity hiring policy and adhere to it.
- Empower and encourage women already working for your company to pursue career development.

**NOTES:** *Our Company is an equal opportunity employer. We currently have women and minorities in key roles and leadership position.*

- **Provide fair and appropriate breaks for workers based on hours worked and enforce a strict policy that they must take them**

**KEY STEPS:**

- Evaluate the break regulations within your state and determine whether the minimum requirements sufficiently meet the needs and nature of your work. For example, more labor-intensive work may require longer breaks.
- Enforce the break policy, ensuring that employees take breaks that they are given, especially with remote work.
- Consider carving out a lunch hour with no meetings so employees can take their designated breaks and eat meals.

**NOTES:** *We adhere to all Local, State, and Federal requirements for Pay, Breaks, and Lunches. Our HR Dept monitors for any opportunities to improve or educate employees.*

- **Require all business leaders to be trained in, maintain current knowledge of, and commit to complying with the company's environmental, social and employee wellbeing policies and practices**

**KEY STEPS:**

- Create a clear plan for implementing environmental, social, and employee well-being policies and practices in your company.
- Encourage executive leadership to join the green team.
- Hold a specific focus session for company leaders to become educated about the environmental, social, and employee well-being policies and practices and their role in implementation.
- Update them yearly on progress and changes to your company's goals

**NOTES:** *Our Company ensures all its Shareholders and upper level managers are familiar with our environmental, social, and employee wellbeing policies and practices. We have annual trainings, performed internally, as well as lead by our HR Dept.*

- **Create an executive leadership team with women, minorities, and people from underrepresented communities in top leadership roles**

**KEY STEPS:**

- Consider creating new leadership roles to include women, minorities, and people from underrepresented communities in the executive leadership team
- Ensure each member of your executive leadership team is equally respected and feels empowered to provide ideas and solutions.

**NOTES:** *Our Company is an equal opportunity employer. We currently have women and minorities in key roles and leadership position.*

- **Communicate your social responsibility initiatives with customers and other stakeholders in a way that clearly defines your company values, policies, objectives and actual performance**

**KEY STEPS:**

- Determine your company's values, policies and objectives regarding social responsibility. Decide what is important to you and how you will achieve it.
- Make a public announcement clearly defining your company values, policies and objectives.
- Share your achievements on your GBB Member Profile.
- Hold all vendors and partners to the same standard of social responsibility. At the very least, ensure all partners and vendors are socially responsible and do not cause immediate harm to marginalized communities or the local environment.

**NOTES:** *We communicate our initiatives and goals with this document and our Sustainability Memo. This information is available to anyone via our website. Our Company meets annually with Customers to communicate our Sustainability initiatives.*

- **Reduce junk mail by removing your business' name from national direct marketing databases**

**KEY STEPS:**

- Remove your business name from two major mailing databases: Dun & Bradstreet and InfoUSA/Data Axle. To remove your business name from their mailing lists, contact Dun & Bradstreet Customer Service at 1-800-234-3867 or [custservprivacy@dnb.com](mailto:custservprivacy@dnb.com) and fax your request to 402.836.3993 for InfoUSA/Data Axle or email [contentfeedback@infogroup.com](mailto:contentfeedback@infogroup.com).
- Remove your company name from specific company mailing lists.

**NOTES:** *Both of the above agencies have been contacted for our Business to be removed from the mailing lists.*

- **Eliminate the use of disposable batteries and switch entirely to rechargeable**

**KEY STEPS:**

- Identify and record all equipment that uses disposable batteries and note the number and types of batteries used. You can also review the current battery stock to identify the most common battery types used in your workplace.

- Purchase an adequate amount of rechargeable batteries and a universal battery charger.
- Stock your battery inventory with newly acquired rechargeable batteries. Use the existing disposable batteries first. Do not replenish your battery inventory with disposables going forward.

**NOTES:** *All electronic hand tools have been updated to rechargeable type*

- **Optimize your on-premise servers and business systems by ensuring the hardware is up-to-date and energy efficient**

**KEY STEPS:**

- Optimize your servers. The Department of Energy offers a free tool called DC Pro to help server operators run their servers more efficiently.
- Decommission unused hardware to eliminate excess servers.
- Find significant additional efficiency gains through free actions such as shutting down servers that are not in use but that still draw power.

**NOTES:** *Our IT Dept has installed energy efficient servers and have updated our server room to reduce our cooling needs. IT is constantly monitoring employee computers for updates and new models to replace ones that draw more energy.*

- **Purchase trash bins and liners made from 100% bio-based or 50-100% recycled materials**

**KEY STEPS:**

- Identify your current office supplies provider and the type of trash bags currently purchased.
- Stock all breakrooms, bathrooms, and office baskets with your chosen liners.

**NOTES:** *Our Facilities are stocked with Eco-Friendly Liners. They are composed of 80% recycled resins.*

- **Become an active member, either by serving on the board, donating or volunteering time for an organization that continually works to improve the environment nationally or in your area**

**KEY STEPS:**

- Research online or seek employee/community recommendations on organizations in need and whose mission also aligns with your company's values.

- Assess your company's ability to provide (e.g., employee time, money, supplies, facility space to host events, etc.).
- Decide on an organization and contact them to discuss their needs and support opportunities.

**NOTES:** *We encourage our employees to find programs and organization to volunteer at.*

- **Use reusable cleaning products such as towels and sponges, eliminating paper towels**

**KEY STEPS:**

- Identify the type of disposable products used and their reusable alternatives.
- Meet with the purchasing staff responsible for purchasing breakroom supplies. Explain this initiative and show products that need to be purchased going forward.
- Stock all cleaning product areas with the new, reusable products.
- Communicate about the switch to less wasteful products to employees.

**NOTES:** *We have communicated this to our Cleaning Service. We have also included sponges and rags into our Kitchen Purchasing needs, in order to reduce the need for paper towels.*

- **Replace regular light bulbs with LED bulbs that last longer and save energy**

**KEY STEPS:**

- Identify and record the number of light bulbs (not tubes) in your office and business area.
- Assess the bulb rating for each type of bulb or fixture. Many times these ratings will be the same for the same area of a building.
- Explore new opportunities to utilize the unique benefits of LED lighting, such as recessed lighting, floodlamps, and displays. Purchase CFL bulbs and/or LED bulbs at your local provider.

**NOTES:** *Our Facility Team has integrated these bulbs into our use at all of our Buildings.*

- **Regularly test your irrigation system to ensure proper configuration, optimized watering schedule, and eliminate overwatering and waste**

**KEY STEPS:**

- Examine all active spray heads and identify any faulty units or those spraying onto the hardscape.
- Additionally, assess your watering schedule to ensure the most efficient irrigation control settings are being implemented.



- Contact your landscape maintenance provider to notify them of any faulty irrigation equipment or needed adjustments and schedule to have the issue(s) corrected.

**NOTES:** *We have worked with our landscaper and our water provider to correct any issues.*

- **Designate carpool, hybrid, and EV parking spaces that are in preferred areas of your parking lot (e.g. closer to the building entrance or covered)**

**KEY STEPS:**

- Designate no less than 5% of your parking spaces as "Preferred" for carpools, electric vehicles, and hybrid cars.
- Determine which specific spots are considered "Preferred" in your parking lot. Typically it's those closest to an entrance, shaded, and/or lowest floor.
- Label these parking spots accordingly with signs or on-ground markings.

**NOTES:** *Our Facility Team has made these changes on site to our buildings.*

- **Apply window film to reduce excess solar heat in the building**

**KEY STEPS:**

- Research window film providers under 'Vendors' or find local providers of commercial window film.

**NOTES:** *Our Facility Team has audited the need for this and installed where appropriate*

- **Philanthropically donate a percentage of your revenue or profits and/or company time to an environmental cause**

**KEY STEPS:**

- Identify worthwhile causes in your community or nationwide that align with your business' values.
- If you already have a contribution program, consider adding an environmental non-profit.

**NOTES:** *As a company we annually donate to a local non-profit.*

- **Upgrade from older fluorescent T12, T8 and T5 lamps to LED**

**KEY STEPS:**

- Work with your local facilities manager to identify the number and types of tube light fixtures around the office.
- Updated your T12, 8 and 5 lamps and magnetic ballasts with LED alternatives.

**NOTES:** *Our Facility Team has converted all our lights in building to new LED alternatives.*

- **Have a clearly defined policy that specifies how you will screen partners and vendors to ensure that their business operations are socially responsible and eco-friendly**

**KEY STEPS:**

- Make clear commitments to sustainability in relation to vendors and partners.
- Coordinate with vendors and partners to reach an agreement on sustainable solutions and alternatives that align with your efforts.
- Ensure all partners and vendors are socially responsible and do not cause immediate harm to marginalized communities or the local environment.

**NOTES:** *We have met with our vendors and suppliers to communicate our goals. Our suppliers have signed Agreements to work with us on our goals to continue with our initiatives.*

- **Provide an annual public report or update on your company's environmental and social responsibility efforts, initiatives, and improvements**

**KEY STEPS:**

- Continuously update new initiatives you have completed on your GBB Member Profile and dashboard.
- Undergo a yearly review to see which goals have been met and milestones reached.

**NOTES:** *We are keeping track of our initiatives and communicate accomplishments to our Staff. We also meet with our customers to communicate where we stand on our Eco Journey.*

- **Use a green web hosting service for your business' website. Green web hosts are typically available at the same price and are completely carbon neutral**

**KEY STEPS:**

- Explore different green hosting providers - in fact, your current provider may already provide green hosting. If your current provider does not provide a green hosting solution, your IT team can work with the new provider to create a seamless hosting transition. Several web hosting companies exist that get their power from wind or solar energy. Options include solarhost.co.uk,

thinkhost.com, webctel.com, ecosky.com, hostitgreen.com, elfon.com, aiso.netd onr.com, gogreenhosting.com, and atypica.com.

**NOTES:** *Our IT DEPT has confirmed we are already partner with a green hosting company.*

- **Install bike racks outside of the office or choose a building with ample bike racks on-site to support the amount of employees**

**KEY STEPS:**

- Install or choose a building with enough bike racks for each employee.
- Encourage employees to bike to work.

**NOTES:** *We offer Bike Storage for any employee who chooses to bike to work.*

- **Add shades/window covering to reduce heat gain**

**KEY STEPS:**

- Close blinds during the day in hotter climates and months to reduce the internal air temperature caused by solar radiation entering a room from sunlight. You need to optimize the use of window Blackout Blinds, such that enough natural light enters a room, to reduce your demand for artificial light.
- Close all blinds at the end of the day during cooler months and in cooler climates, as this will ensure warm air already in the room is contained. You also want to open the blinds on sunny days to let warming sunlight enter the room.

**NOTES:** *Our Teale Building has been updated with Shades and Blinds. We are looking to install these at all our buildings.*

- **Use the carbon calculator tool included in GBB membership to measure your current carbon footprint. Reassess quarterly as you meet energy use goals**

**KEY STEPS:**

- As part of your GBB membership, you have access to an intuitive online carbon calculator tool, Aclymate, which makes it easy for you to accurately measure your carbon emissions and footprint. Set up your Aclymate account to get started with this online tool.
- Keep track of your emissions monthly with automatic emission tracking.
- If Aclymate doesn't fit your needs, look for a certified tracking company or tool to track your emissions.

**NOTES:** *We are tracking our SCOPE 1 and 2 Emissions using a Carbon Calculator Tool developed by EPA.*

- **Develop an office thermostat policy that maintains internal air temperature within the recommended temperature range, and eliminates A/C and heating usage when the building is not occupied**

**KEY STEPS:**

- Set building thermostats to automatically control the internal temperature within the recommended temperature range.
- The internal temperature of a building should fall between 74°F (23.3°C) - 78°F(25.5°C) during the summer months, and between 68°F (20°C) - 72°F (22.2°C) during the winter months.
- Turn off heating and air conditioning units when the building is not in use.
- Share policy with employees, monitor progress, and share reminders as necessary.

**NOTES:** *We have installed electronic thermostats that can be monitored online and controlled as needed. We have programmed them to meet the recommended temperatures.*

- **Ensure all suppliers/vendors adhere to your company's environmental commitments and standards and do not engage in any practices that are environmentally or socially harmful**

**KEY STEPS:**

- Review your company's environmental and social commitments and standards.
- Determine your key initiatives that relate to partner/vendor/supplier relationships and services.
- Communicate your new commitments to your partners/vendors/suppliers and come up with an agreement to help you meet your goals.
- Help your partners learn about sustainability and encourage them to adopt these practices within their own businesses.

**NOTES:** *We have communicated our goals to our suppliers and regularly audit them and score their environmental compliance.*

- **Purchase ENERGY STAR qualified appliances to reduce business scope 2 emissions**

**KEY STEPS:**

- Determine all electronic and electrical equipment for which there are ENERGY STAR equivalents.

- Identify equipment that is not ENERGY STAR and develop a replacement plan or target date of replacement for each unit.
- Develop a purchasing policy that requires the purchase of ENERGY STAR equipment when it is an option. Incorporate policy into the manual and identify upcoming office needs where ENERGY STAR products can be purchased.

**NOTES:** *All new computes and appliances purchases are Energy Star rated.*

- **Use ceiling fans in place of air conditioning when possible**

**KEY STEPS:**

- Ask your facilities manager if ceiling fans might be a good fit for your office space. For the best airflow, fans should be at least 7 feet from the floor and in the middle of the room.
- Once installed, follow these usage tips from ENERGY STAR: In the summer, use the ceiling fan in the counter-clockwise direction. While standing directly under the ceiling fan you should feel a cool breeze. The airflow produced creates a wind-chill effect, making you feel cooler. In the winter, reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space.

**NOTES:** *Our Facility and Production Teams have partnered together to place fans in places of need to help with air flow and cooling.*

## **PENDING INITIATIVES**

**THESE ITEMS ARE UNDER CONSTANT REVIEW BASED ON COMPANY NEEDS, LOCAL AND FEDERAL CHANGES.**

- **Purchase 50-100% of products and services from green-certified or Green Business Bureau vendors**

### **KEY STEPS:**

- **Meet with purchasing and procurement managers responsible for these types of purchases.**
- **Share sample policies with purchasing and procurement managers and develop a new policy together to determine which percentage is most reasonable for you to buy from green-certified vendors.**
- **Review your current vendors and suppliers, verify their level of green commitment, and find out about their environmental policy.**
- **For vendors that are not environmentally friendly, work on finding a comparable vendor that follows green practices.**
- **Purchase 50-100% of products and services from green-certified or Green Business Bureau vendors.**
- **Evaluate over time how you can increase the percentage of products and services you source from green-certified or Green Business Bureau vendors.**

**STATUS: 10/1/2023 – IN PROGRESS**

- **Implement and share the results of your energy use and conservation plan quarterly, both within your organization and publicly**

**KEY STEPS:**

- **Hold a company-wide meeting to share the timeline and goals created in your energy use and conservation plan with management and employees. Distribute the plan afterward to all employees. Train any necessary personnel on habits they need to undertake to help your business meet its goals. Install smart electricity and gas meters to obtain live readings and comparisons which will instantly show you how much energy you're using in real time. For businesses operating between 9 am-5 pm, expect to see a spike in energy consumption during this period. An alternative, less complex option to the smart meter would be to install a company-wide advanced meter. These can still give you a detailed picture of energy use within your business - far beyond any measurement given by your energy provider. Examples of advanced meters to install include: - Half-hourly meters: These record how much energy is used every 30 minutes, and are useful for analyzing energy use patterns. - Submeters: These allow you to monitor energy usage for specific areas and processes. - A plug-in meter: These are "sandwiched" between a power socket and the plug of the appliance to be monitored. These provide a cheap way to measure small loads. - Clamp-on meters: These offer a non-invasive means of monitoring hot water flow - and are used to identify large consumers of energy in large factories. Consider your output when recording energy measures. For instance, for energy used in production, record energy use as per item produced. For the office, record energy use by floor space or staff numbers. Track employee involvement and perform any additional training or education sessions as needed to ensure they are helping your goals be met and not hindering. As you achieve your goals, share them with employees and the public. At the end of the year, share an annual report including your plan and results of implementing the plan including energy saved and emissions avoided.**

**STATUS: 10/1/2023 – IN PROGRESS**

- **75% of your power supply is from on-site renewable energy solutions (solar, wind, geothermal, etc.**

**KEY STEPS:**

- Research renewable companies in your area.
- Pick a couple of contractors and receive preliminary estimates based on your geographic location, energy use, desired investment amount, etc. A good contractor will guide you carefully through an assessment and many will perform an audit.
- Evaluate the numerous contractors available, make your selection, and begin the project.
- Decide whether you should connect your renewable energy source to the grid or run the system off-grid - consult regulations in your area.
- Source 75% of your power supply from on-site renewable energy solutions.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Implement a green procurement policy**

**KEY STEPS:**

- Meet with your purchasing manager and evaluate your current purchasing habits and policies.
- Work together on creating a green procurement policy. Learn more from this Green Business Bureau article.
- Source locally from credible and certified businesses
- Choose certified eco-friendly products made from 100% biodegradable, compostable, or post-consumer content and those that do not include caustic or toxic chemicals. Note: When buying biodegradable products, ensure that there is a facility that can collect these items as biodegradable materials require special processing.
- Avoid plastic products whenever possible as many plastics are non-recyclable and can break down into microplastics that threaten wildlife and human health.
- Choose efficient products that conserve natural resources and limit waste.

**STATUS: 10/1/2023 – IN PROGRESS**

- **After completing the energy audit/assessment, develop a comprehensive energy use and conservation plan with measurable goals to optimize energy usage and reduce emissions**



**KEY STEPS:**

- When developing an energy use and conservation plan, make sure you have the support of leadership and management.
- Determine who is best suited to develop your plan, either a qualified employee or a third-party contractor who specializes in this field. Survey multiple contractors to find who the best match is.
- Create or facilitate the creation of a comprehensive plan. Make sure that it outlines measurable, concrete goals that you can reach over time.
- Share your plan with employees. Consider sharing publicly.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Purchase 25-49% of products and services from green-certified or Green Business Bureau vendors**

**KEY STEPS:**

- Meet with purchasing and procurement managers responsible for these types of purchases.
- Share sample policies with purchasing and procurement managers and develop a new policy together to determine which percentage is most reasonable for you to buy from green-certified vendors.
- Review your current vendors and suppliers, verify their level of green commitment, and find out about their environmental policy.
- For vendors that are not environmentally friendly, work on finding a comparable vendor that follows green practices.
- Purchase 25-49% of products and services from green-certified or Green Business Bureau vendors.
- Evaluate over time how you can increase the percentage of products and services you source from green-certified or Green Business Bureau vendors.

**STATUS: 10/1/2023 – IN PROGRESS**

- **100% of your power supply is from on-site renewable energy solutions (solar, wind, geothermal, etc.) to reduce your business's scope 2 emissions**

**KEY STEPS:**

- Research renewable companies in your area.

- Pick a couple of contractors and receive preliminary estimates based on your geographic location, energy use, desired investment amount, etc. A good contractor will guide you carefully through an assessment and many will perform an audit.
- Evaluate the numerous contractors available, make your selection and begin the project.
- Decide whether you should connect your renewable energy source to the grid or run the system off-grid - consult regulations in your area.

**STATUS: 10/1/2023 – IN PROGRESS**

- **To reduce scope 3 emissions, become a completely remote company, requiring no office space or regular transportation to/from work**

**KEY STEPS:**

- Initiate processes for transitioning a remote-work setup, including setting up a p.o. box for company mail, ending your lease or selling your building, and determining a location for any necessary in-person meetings.
- Set up processes and protocols for remote work.
- Consider using a shared co-working space to receive mail and hold boardroom meetings, if/when necessary.
- Establish guidelines for team work hours, communication, check-ins, and meetings.

**STATUS: N/A**

- **Install or lease from a building with a heat recovery system that converts waste heat to energy.**

**KEY STEPS:**

- Identify WHR systems for the different areas of your business, such as: - Heat recovery systems for boilers, such as a boiler flue economizer. - Heat recovery systems for refrigerators. - Heat recovery for ventilation systems such as thermal wheel ventilation units, plate heat exchangers, run-around coil systems, heat pumps, and heat pipes. - Industrial heat recovery systems such as recuperators and regenerators.

- Investigate the different methods of using a heat recovery system that allows you to use that waste heat in other areas of your business. ElectraTherm, for example, is a new technology that converts waste heat into electricity. ElectraTherm helps factories and businesses that run on fossil fuels to create electricity from the wasted heat produced by their operations.
- Ask your Green Team to help you locate other forms of co-generation or ways to buy energy credits from a co-generation plant in your area.

**STATUS: N/A**

- **Set up a greywater system to reuse sink water into toilet and irrigation systems**

**KEY STEPS:**

- For a low-cost greywater strategy, place a bucket under your sink and use the water you collect to water plants (make sure to use biodegradeable soap, of course!).
- Check out the AQUUS system from Water Saver Technologies, which is an easy solution that sterilizes sink water and pipes it into a toilet tank.
- For more extensive retrofits, your Green Team can help you to find local plumbers and contractors with experience installing greywater systems.

**STATUS: N/A**

- **Provide 10 weeks paid family leave policy accessible to all employees**

**KEY STPES:**

- Create a paid family leave policy of 10 weeks.
- Share the policy with your employees.
- Encourage employees with new family members to take the full paid family leave term.

**STATUS: N/A**

- **Provide 20 weeks paid family leave policy accessible to all employees**

**KEY STEPS:**

- Create a paid family leave policy of 20 weeks.
- Share the policy with your employees.

- Encourage employees with new family members to take the full paid family leave term.

**STATUS: N/A**

- **Limit impermeable surfaces such as parking lot blacktop and concrete sidewalks or install a rain garden**

**KEY STEPS:**

- If your facility has future plans to expand its parking lot or add/repair walkways, contact the project manager to ensure that permeable paving materials will be used. This may require additional research and contacting local providers to source permeable paving materials.
- Discuss with the project manager and/or pavement providers to determine which pavement option will be best for your facility.
- Work with your landscape provider or rain garden specialist to install a rain garden for filtering runoff and beautifying your facility's landscaping. This will require a topographic assessment of the property to identify where runoff collects and travels. Ideally, your rain garden will be located where customers and employees can conveniently enjoy it.
- After deciding on the best location for your rain garden, determine its design, including size, shape, soil amendments and selection of native vegetation. Assess your options as well as the costs, and relay this information to your purchasing manager.
- Schedule the installation of your rain garden

**STATUS: 10/1/2023 – IN PROGRESS**

- **Install water catchment systems to collect rainwater for use in irrigation**

**KEY STEPS:**

- Research rainwater harvesting restrictions in your state and obtain any required permits for installing a rainwater catchment system onsite. Some states and cities also provide rebates for rain harvesting systems.
- Work with a commercial water catchment system provider to determine which type of collection system you need and the most suitable place to install it. Ask for estimates and relay this information to your purchasing manager.
- Schedule a time for the installation of your rainwater catchment system and ensure it is also tied to your irrigation system.

STATUS: N/A

- 75-100% of company vehicles are electric

KEY STEPS:

- Evaluate what vehicles are needed for your company's operations.
- Research the best electric vehicle alternatives to meet your needs.
- As your business phases its old vehicles out, ensure they are resold or parts are repurposed.
- Encourage employees to also purchase electric vehicles for their personal vehicles.

STATUS: 10/1/2023 – IN PROGRESS

- 25-74% of company vehicles are electric

KEY STEPS:

- Evaluate what vehicles are needed for your company's operations.
- Research the best electric vehicle alternatives to meet your needs.
- As your business phases its old vehicles out, ensure they are resold or parts are repurposed.
- Encourage employees to also purchase electric vehicles for their personal vehicles.

STATUS: 10/1/2023 – IN PROGRESS

- Install or choose a building with a green roof to reduce your building's heating/cooling needs

KEY STEPS:

- Apply for funding opportunities to support your green roof and wall developments. Remember, investments can be reclaimed from the energy savings you obtain.
- Contact local green roof and wall specialists to obtain a quote for the required developments.
- The Green Roofs for Healthy Cities and the Green Infrastructure Foundation have worked to develop a comprehensive performance rating system for this technology called the Living Architecture Performance Tool (LAPT). Refer to this rating system to measure the performance of green roofs and walls once they're installed.

STATUS: N/A

- To reduce scope 3 emissions, 50-74% of your workdays are either remote or employees use public transportation, walking, or biking to get to work 50-74% of workdays

**KEY STEPS:**

- Educate employees about scope 3 emissions and how they can be reduced through sustainable transportation methods.
- Survey and calculate the number of employees who are interested in transitioning to remote work or using public transportation, walking, or biking to get to work (low to no carbon alternatives) for 50-74% of workdays.
- Initiate processes for transitioning to partially remote work. Consider implementing a co-working space, only renting a building during certain days of the week, and determining a location for any necessary in-person meetings.
- Set up processes and protocols for remote work
- Encourage employees to use public transportation, biking, or walking to get to work on necessary in-person work days.

**STAUTS: N/A**

**NOTES:** We have transitioned a big portion of our work force to Remote Work, where possible, without impacting daily productivity. Our other work force, including Production, Warehouse, and Shipping has to work on-site. We encourage these employees to carpool and take public transit.

- Install a biodigester to decompose your business or household's waste and turn it into usable fuel or compost

**KEY STEPS:**

- Evaluate the amount of food waste your business or employees' individual households (for remote companies) create.
- Research types of biodigesters that would best suit your needs. You can purchase a pre-made, simple, small biodigester or arrange for a custom one to be built on your premises.
- Place all compost materials in the biodigester.
- Designate an employee to manage and properly maintain the biodigester to ensure it is working properly.
- Arrange for the compost, biofuel, and biogas created by the biodigester to be properly used. If you cannot use it on-site, consider finding a business in your community that could benefit from these byproducts.

STATUS: N/A

- **Use chlorine-free and FSC-certified paper products**

KEY STEPS:

- Identify the types of paper products you are currently purchasing and the chlorine-free, FSC-certified alternatives that are available.
- Use the remainder of your supply.
- As you begin to run out, purchase FSC-certified, chlorine-free alternatives

STATUS: 10/1/2023 – IN PROGRESS

- **Evaluate your company's social and community footprint including diversity of supply chain, demographic of suppliers, and physical and financial impact of operations on local community**

KEY STEPS:

- Conduct a wide-scale assessment of the impact your company's products, services, and operations have on your community, financially, environmentally, and physically.
- Identify areas that may negatively impact the community and find sustainable, socially-conscious solutions.
- Build more partnerships with diverse, local, women-led and minority-owned small businesses.
- Establish a regular schedule to review the impact of your products, services, and operations on the local community.

STATUS: 10/1/2023 – IN PROGRESS

- **50% of your power supply is from on-site renewable energy solutions (solar, wind, geothermal, etc.)**

KEY STEPS:

- Research renewable companies in your area.
- Pick a couple of contractors and receive preliminary estimates based on your geographic location, energy use, desired investment amount, etc. A good contractor will guide you carefully through an assessment and many will perform an audit.
- Evaluate the numerous contractors available, make your selection, and begin the project.

- Decide whether you should connect your renewable energy source to the grid or run the system off-grid - consult regulations in your area.

STATUS: 10/1/2023 – IN PROGRESS

- Reserve at least one day a year when your company volunteers for local environmental or community projects (e.g., Habitat for Humanity, Earth Day, Save a Tree)

KEY STEPS:

- Identify worthwhile causes in your community or nationwide that align with the values and perhaps industry of your business.
- If there is already some sort of informal volunteer program in place, speak with the people responsible and discuss the idea of having a yearly event.
- If no program is in place, work with HR to get this initiative started by coming up with a few alternative organizations or locations that can use your help.
- Consider using an employee vote for the favorite organization to get everyone involved.

STATUS: 10/1/2023 – IN PROGRESS

- All windows are double pane, low-E, and energy efficient

KEY STEPS:

- Identify any broken windows or operable windows that have drafts or leaks.
- Identify all non-double-pane windows and windows that aren't low-E.
- Replace these identified windows with double-pane, low-E windows using your local provider or handyman.

STATUS: 10/1/2023 – IN PROGRESS

- Use washable electrostatic furnace and air conditioning filters to reduce waste and improve indoor air quality

KEY STEPS:

- Determine what kind of filter you currently use. Find and install electrostatic alternatives.

STATUS: 10/1/2023 – IN PROGRESS



- **Use high-efficiency plumbing fixtures, like high efficiency toilets(HETs) and urinals (HEUs) to minimize water use and waste**

**KEY STEPS:**

- While this may seem like a large project, with the right contractor and partner it can be completed smoothly.
- Research local plumbing and manufacturing companies of HET or HEU - you may also be able to leverage your existing relationship with your current plumber.
- Pick a couple of contractors and receive preliminary estimates. A good contractor will guide you carefully through an assessment and many will estimate how much water and cost savings you will realize.
- Evaluate the numerous contractors, make your selection, and replace your inefficient fixtures with high-efficiency units. See your water bill decrease!

**STATUS: 10/1/2023 – IN PROGRESS**

- **Install faucets with controls that turn off automatically (motion sensors)**

**KEY STEPS:**

- Identify and record number of faucets in bathrooms, breakrooms, and kitchens.
- Assess product options at your local home improvement store or get quotes from local providers.
- Select supplier of choice and install and test faucet sensors.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Use environmentally-friendly, non-toxic, bio-based cleaning products**

**KEY STEPS:**

- Select comparable cleaners to what you are currently using that are non-toxic and green. Make sure that they have a certification and not just some vague claims. Some certifications to look for are EPA Safer Choice, Green Seal, GREENGUARD, UL Ecologo, and USDA Certified Biobased Product.
- Meet with the purchasing staff responsible for buying breakroom supplies. Explain this initiative and show products that need to be purchased going forward.
- Stock the new, environmentally-friendly, bio-based, non-toxic cleaners.

- Communicate with employees about the use of new, safer cleaners!  
You can also consider placing a sign in the breakroom with the announcement.

**STATUS: 10/1/2023 – IN PROGRESS**

- Purchase offsets for the travel emissions and in-person work days that can't be reduced

**KEY STEPS:**

- While purchasing offsets can make a measurable difference, your best bet is to only look into offsets once you've done everything you can to cut your carbon footprint in-house.
- Once you do, make sure the offsets you purchase are of reputable quality of which dollars spent are actually implemented into carbon mitigation and positively impact the local community.
- Share impact and amount of carbon offset publicly.

**STATUS: 10/1/2023 – IN PROGRESS**

- Complete a consumption and waste audit to help identify and quantify the items your business acquires, uses, and discards

**KEY STEPS:**

- Determine whether it is possible to conduct a waste audit in-house or whether you need to hire a specialist. If conducting in-house, engage all members of your green team and those responsible for purchasing, cleaning, and coordinating waste pickup and disposal.
- Identify the materials you are currently purchasing, using, and disposing of and in what quantities. Ensure you are including all steps of your supply chain.
- Look at your overall operation and determine where the materials are being consumed, where waste is generated, and how much waste is created.
- Separate materials consumed and waste into categories: clothes; organic material; glass; ferrous metal (100% recyclable and able to be recycled countless times); mineral oil; non-ferrous metal; organic fat; organic solvents; paper, cartons, and cardboard; plastics; refuse-derived fuels; and wood. Separating into categories will help you track areas of your business operations with the highest consumption and waste

**STAUTS: 10/1/2023 – IN PROGRESS**

- **Purchase Renewable Energy Certificates (RECs) to off-set any scope 2 emissions related to your business' energy consumption**

**KEY STEPS:**

- Reduce your energy consumption and emissions in every possible way you can.
- When you have reduced your emissions and consumption as much as you can, search for a Green-e certified Renewable Energy Certificate to ensure RECs aren't double counted.
- Consider ""bundled"" vs ""unbundled"" RECs. Unbundled RECs are sold separately from the original electricity production that they represent. Bundled RECs are tied to the purchase of electricity. Note that although unbundled RECs are cheaper, they are the result of an oversupplied market, and therefore won't drive renewable energy projects in your region. Bundled RECs are preferred
- Research the electricity options available and evaluate the pricing available.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Offer employee incentive programs for the purchase of electric and hybrid vehicles**

**KEY STEPS:**

- Review the different incentive plans that leading-edge companies are using to encourage their employees to buy a hybrid or EV
- Decide what type of incentive plan works best for your employees.
- Finalize your incentive plan, including eligibility requirements for the purchase of hybrid or electric cars.
- Communicate and advertise the new incentive program to all employees.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Conduct an energy assessment/audit to pinpoint specific areas of energy use and waste**

**KEY STEPS:**

- Call your local electric utility and discuss the options for an energy use audit. Many utilities will provide this service free of charge or can refer you to certified local providers.

- Schedule a time to complete the assessment and walk-through with the energy auditor.
- Ensure you also include an assessment of the performance of your HVAC system, which can often be inefficient and a source of significant energy waste.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Purchase recycled or remanufactured toner cartridges**

**KEY STEPS:**

- Meet with your purchasing manager to discuss this initiative, educate, and share the significant cost savings and reduced waste.
- Purchase an adequate number and types of recycled or remanufactured toners.
- When toner cartridges are out, recycle them and replace them with newly recycled/remanufactured versions.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Place a company employee on the organizing committee for the same or another event to achieve maximum involvement and exposure**

**KEY STEPS:**

- Publicize throughout the company a reward/recognition system for individual involvement in environmental events.
- Maintain a list of events in which the company has an interest in establishing a presence.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Use recycled and environmentally preferred office supplies such as pens, notebooks, etc.**

**KEY STEPS:**

- Meet with purchasing manager to identify what office supplies you are currently purchasing and what environmentally preferred, recycled alternatives are available.
- Use the rest of your current supply that you have already purchased.

- Make sure supplies are disposed of properly, as is indicated by the product type.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Become an annual sponsor, making a substantial contribution to a meaningful event promoting sustainability in your area**

**KEY STEPS:**

- Use local search engines and event calendars to locate an event of specific interest to your company
- Decide, based on your organization's resources, the type of sponsorship most desirable (e.g., materials donation, monetary contribution, facilities usage, etc.)

**STATUS: 10/1/2023 – IN PROGRESS**

- **Conduct a comprehensive water usage assessment/audit to pinpoint specific areas of water usage and waste**

**KEY STEPS:**

- Call your local water provider and discuss the options of a water use assessment. Many cities and municipalities will provide this free of charge or can guide you to local providers that can complete this.
- Schedule a time to complete the assessment and walk-through with the assessor. The assessor will help quantify water use throughout your facility including unaccountable water losses and possible leaks.
- Conduct a water assessment annually with updated water savings goals and compare against baseline measurements for a clear picture of your progress.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Install water flow rate controls (aerators) on faucets to reduce water waste**

**KEY STEPS:**

- Meet with your purchasing manager to discuss this initiative and the potential cost savings and reduced waste. Aerators are relatively

inexpensive (about \$6-\$20) and easy to install, making this initiative a time and budget-friendly option.

- Identify and record the number of taps and note any non-standard faucet sizes.
- Purchase an adequate number of aerators at your local home improvement store or from a local provider.

STATUS: 10/1/2023 – IN PROGRESS

- **To reduce scope 3 emissions, 75-99% of your workdays are either remote or employees use public transportation, walking, or biking to get to work**

**KEY STEPS:**

- Educate employees about scope 3 emissions and how they can be reduced through sustainable transportation methods.
- Survey and calculate the number of employees who are interested in transitioning to remote work or using public transportation, walking, or biking to get to work (low to no carbon alternatives) for 75-99% of workdays.
- Initiate processes for transitioning to partially remote work including considering sharing a co-work space, only renting a building during certain days of the week, and determining a location for any necessary in-person meetings.
- Set up processes and protocols for remote work
- Post and circulate public transportation schedules and bike routes along the office.
- Encourage employees to use public transportation, biking, or walking to get to work on necessary in-person work days.
- Track results of hybrid work schedule and employees commuting to work 75-99% of workdays. If the goal is not met, re-evaluate how to incentivize employees to reduce scope 3 emissions.

STATUS: N/A

- **Use an alternative/natural refrigerant (non-HFC) with a global warming potential less than or equal to 10 for your office refrigerators, freezers, and HVAC systems**

**KEY STEPS:**

- Identify appliances that run from HFC refrigerants.
- Replace appliances and HVAC cooling systems with natural refrigerants, as listed by Project Drawdown and the European Commission.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Install dynamic glass exterior windows that change their opacity to reduce or increase the amount of light and heat allowed to pass through**

**KEY STEPS:**

- Identify windows that aren't built using dynamic glass.
- Find a local supplier of dynamic glass, get a quote, and use this glass for your windows.

**STATUS: 10/1/2023 – IN PROGRESS**

- **After concluding your water usage assessment, develop a comprehensive water use and conservation plan with measurable goals to optimize water usage**

**KEY STEPS:**

- Work with your Green Team and/or a water assessment provider to develop a water use and conservation plan. This plan should include important water assessment metrics such as how much water your company uses annually and all points of water use throughout your facility. It should also highlight water waste reduction goals, how goals will be measured, and resources on best conservation practices.
- Schedule a meeting to brainstorm, designate roles, and set a timeframe for the plan's completion and official launch date.
- Once the water conservation plan has been finalized and approved, make a companywide announcement explaining the purpose and importance of the water conservation plan, its official launch date, who it applies to and what resources staff need to meet the set goals.
- Make a second public announcement of the water conservation plan your stakeholders.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Implement and share the results of your comprehensive water use and conservation plan quarterly, both within your organization and publicly**

**KEY STEPS:**

- Share your water use and conservation plan throughout the company, including a plan to implement it.
- Steadily implement your water use and conservation plan over a specific timeline with measured goals.
- Schedule a quarterly meeting with all staff and departments to revisit the water use and conservation plan. Review set goals and progress made since the plan's initial launch.
- Explain the goals set for the upcoming quarter and any additional guidelines and resources that staff may need.
- Take this time to receive input from staff including any questions or obstacles they have had implementing the plan. Be open to new ideas and work together to identify areas of improvement and new opportunities for optimizing water usage and reducing waste.
- Make a public announcement highlighting your progress so far and what goals and set for the future.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Own/lease a business space that has a green building certification such as LEED, BREEAM, Green Globes, WELL, Energy Star, Green Star, or another standard in your area.**

**KEY STEPS:**

- Assess the stage of the property's life cycle and look at appropriate schemes. Many certification bodies publish their requirements online meaning you can review what's expected of your building before investment and renovations.
- Think of the main end goal. Is it to enhance the occupier's well-being? To use more environmentally friendly materials? To gain energy efficiency ratings? Or a mix of these?
- Discuss the key differences between each certification provider and how you can meet your objectives with your in-house team and others who can advise you.
- Choose which certification is best for your building and your business and begin the process.
- If you are already in a lease, discuss options with the property manager/developer to incorporate green building elements retroactively.

**STATUS: N/A**



- **Install a smart irrigation controller that uses weather or soil moisture data to irrigate appropriately**

**KEY STEPS:**

- **Contact your landscape maintenance provider to discuss the various smart irrigation control brands available and which product is best suited for your current system.**
- **Schedule a time to have your smart irrigation controller(s) installed and watch your water bills decrease.**

**STAUTS: 10/1/2023 – IN PROGRESS**

- **Construct a vegetable garden on roof, facility grounds, or a community garden in close proximity to the office**

**KEY STEPS:**

- **Research any state or municipal requirements for installing a vegetable garden at your facility. Obtain any necessary permits.**
- **Work with your employees or with an experienced gardener in your community to come up with a garden design and location, as well as what products your company wants to grow. Consider the construction costs and maintenance requirements for the plants.**
- **Decide who will tend to the company garden and how frequently, as well as how produce will be shared among employees and/or the community. Create a rotating schedule and give everyone the chance to spend more time outdoors.**
- **Schedule a time for the garden installation and encourage employees to participate.**

**STATUS: N/A**

- **Ensure there are no harmful VOCs or chemical fumes in building furnishings, coverings, and walls including paint, curtains/blinds, carpet, flooring, and furniture**

**KEY STEPS:**

- **Meet with purchasing and procurement managers responsible for these types of purchases and discuss the reasoning and benefits of limited**

employee exposure to toxic chemicals in building paint, furnishings, and coverings.

- Amend or add to current purchasing and construction policies that any further remodeling, construction, or interior/exterior painting must be completed using low- VOC non-toxic materials.
- Replace any toxic furnishings and coverings.
- When office/facility updates are made, ensure they are done on weekends and that rooms are properly ventilated before employees return to work.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Use air-filtering plants throughout the office to improve indoor air quality and employee wellbeing**

**KEY STEPS:**

- Assess your workplace for the most appropriate places to place indoor plants.
- With your employees, decide on who will be taking care of the plants before you purchase them.
- Contact local nurseries carrying air-purifying plants and make a selection with consideration to the cost, size, and maintenance needs of the plants.
- Encourage employees to have plants at their personal desks.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Choose bio-based, reused, recycled, recyclable, or FSC certified boxes and bags for business shipping needs**

**KEY STEPS:**

- Identify when and where your business uses boxes or bags for retail use or shipping.
- Review this Green Business Bureau article on eco-friendly packaging alternatives to identify solutions that will work for your business.
- When reuse is not an option, work with employees to buy bio-based, recycled, or FSC-certified boxes and bags.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Reuse, sell, or donate used or unneeded furniture, equipment, and office supplies**

**KEY STEPS:**

- Create an office policy for reuse, selling, and donating unneeded items.
- Communicate the policy with employees.
- Encourage employees to use items as long as possible before buying new.
- If items are still usable but need minor repairs, either repair them in-house or outsource where possible.
- Create a centralized office dropbox for materials to be deposited and traded.
- When it is determined an item is no longer useful or needed within your office, sell or donate unneeded items.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Administer company-wide employee training on sustainability efforts both at work and at home**

**KEY STEPS:**

- Ask your Green Team to help you compile a list of resources on personal greening for your employees. It can include websites, local businesses, and facts related to shrinking household footprints. The resource guide can be distributed in an employee newsletter, as a memo, or included in an employee handbook.
- Administer company-wide employee training on sustainability efforts for employees to take on at work and at home. This is especially important for virtual offices, so remote employees know what they should be doing at home to adhere to your sustainability commitments and goals.
- Initiate a forum for employees to educate each other about steps that they are taking to green their personal lives. Hold a weekly or monthly education lunchtime series with a different topic every time.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Hire an Energy Services Company (ESCO) to optimize energy usage and reduce business scope 2 emissions**

#### **KEY STEPS:**

- Seek ESCOs that have a proven track record of recognizing the savings they offer.
- Your ESCO provider should perform an energy audit to kickstart developments, identify energy conservation measures, detail the technical and commercial feasibility of solutions, implement those solutions, and then monitor and verify the methodology to ensure the promised savings are achieved.
- Investigate an ESCO's financial resources to assure that the ESCO is capable of assuming the investment risk.
- Work with an ESCO provider who is able to provide proper maintenance of solutions installed as part of the energy perform

**STATUS: 10/1/2023 – IN PROGRESS**

- **Incorporate biophilic design by installing green walls in the office environment**

#### **KEY STEPS:**

- The first step is to find the right location. The vertical garden is going to be placed so that it has the correct light. Natural light is the best option, whether it is coming from a skylight or a nearby window. Ideally use natural daylight or supplemental light fixtures if there is not enough natural light. The more light you have available increases the plant palette of species you can pick from. Consider consulting a green wall specialist to help with planning, design, solution selection and installation according to the budget. Green Business Bureau member and partner, Ginkgo Sustainability offers consulting, design, installation, and maintenance services to help you realize your green wall goals. The next step is to choose your containers and display. This may include mounting several containers on a wall or mounting a ceiling container for a hanging vertical garden. Watering the plants is typically manual, but some high-end living wall systems have a built-in watering system. The challenge with the living wall in the container is everything gets the same amount of water. Be sure to select plants that require the same basics of light and water to have everything thrive. You can purchase a prefabricated living wall system that actually looks like a living piece of art. These include a frame and water tanks that hold your watering so that you only need to fill the water tanks about once a month. Mobile green walls are available including the GinkgoWall. Your selection of

plants will depend on lighting, their growth pace, water requirements, and their ability to purify air. Natural light options include aglaonemas, croton, pothos, Medusa fern, bromeliads, philodendrons, pothos, the snake plant (*Sansevieria trifasciata*), peace lily (*Spathiphyllum*) and the Brazil philodendron. Possibilities for vertical gardens that receive medium light are Song of India (*Dracaena reflexa*), English ivy (*Hedera helix*) and ferns such as rabbit foot (*Davallia fejeensis*) and maidenhair (*Adiantum*). You are not limited to only using ornamental plants for your green wall. You could have a vertical herb garden or vegetable garden with tomatoes, peppers and other edible plants. If you have a self-watering system, then your living wall is not going to take much maintenance. Some green walls use a tray system where the plants remain in their individual nursery pots. For these, you can occasionally take the plants out and clean your wall. Plants get bugs so you need to make sure they stay clean and inspect for bugs occasionally. Wiping the plants with just regular soap and water on the leaves will help prevent any issues. You might also need to periodically trim or prune any unmanageable foliage or replace some of the plants.

STATUS: 10/1/2023 – IN PROGRESS

- Provide a product or service, as part of your company's core strategy, that delivers a social or environmental benefit and/or focuses on an underserved part of the community.

KEY STEPS:

- Identify ways your company can provide a product or service that provides a social or environmental benefit and/or focuses on an underserved part of the community.
- Incorporate this plan into your company's core strategy.
- Build partnerships within the community.
- Track progress and make improvements on your strategy and commitment to ensure your product or service is helpful, effective, sustainable, and improves the environment and or community.

STATUS: 10/1/2023 – IN PROGRESS

- Commit to inviting, receiving and acting upon customer and community feedback in a welcoming and constructive way at all times.

**KEY STEPS:**

- Make it clear to your customers and the community that you value their feedback and concerns.
- Determine which feedback methods best suit your company's needs.
- Implement feedback methods and identify which employee is best suited to monitor and address concerns.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Prioritize working with business partners, service providers, etc. that are women-led, minority-owned and local small businesses**

**KEY STEPS:**

- Assess your company's current partnerships, vendors, and service providers
- Identify partnerships, vendors, and service providers that could be qualified as women-led, minority-owned, and local small businesses.
- Transition to more diverse, community-focused partnerships.
- Publicly announce your partnerships and commitment to working with women-led or minority-owned organizations and local, small businesses.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Create a fund/scholarship for local youth to pursue higher education**

**KEY STEPS:**

- Determine how much money your company can give towards an education fund or scholarship.
- Work with local schools and nonprofits aimed at helping youths from marginalized communities pursue higher education.
- Promote this program on your website and social media channels to raise awareness.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Create a pathway program for local youths to intern and eventually become employed at your company**

**KEY STEPS:**

- Identify key skills needed for roles within your company.
- Create an internship program with a clear path to eventually becoming employed at your company.
- Define the parameters of who is eligible for the program, prioritizing local youths from diverse, marginalized communities.
- Track the success of your intern-to-employment program and make improvements as needed.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Evaluate customer and community satisfaction with your company through calculating your net promoter score (NPS)**

**KEY STEPS:**

- Determine the best way to put out a call for net promoter score (NPS) survey respondents.
- Ensure your survey group is anonymous, diverse, representative of the community and covers an age range reflective of your customer base.
- Collect NPS survey responses over a specific, measured period of time.
- Calculate NPS score
- Share your results publicly and use results to inform and make changes to improve your NPS.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Source 100% of your company's energy from a third-party renewable power provider to reduce business scope 2 emissions**

**KEY STEPS:**

- Decide whether opting into renewable energy from your current power provider, switching providers, or executing a PPA is best suited for your business.
- Determine whether your current power provider has the option to opt-in to sourcing your company's power from renewable sources.

- If you decide to choose a PPA, reach out to companies that have already executed them. These companies can provide advice, lessons, and tips on how to complete a successful transaction and build internal alignment.
- Connect with industry organizations that provide materials that help get companies started and that bring renewable energy buyers together. Examples of these organizations include Business Renewables Center and Ceres.
- Seek insight from energy advisors such as Edison Energy or Schneider Electric.
- Negotiate the volume of energy to be provided, the term of your PPA contract, pricing structure, the growth rate for renewables, development risk, price volatility, consumption profile, and shape of generation.

**STATUS: 10/1/2023 – IN PROGRESS**

- **Purchase carbon offsets to become net zero for all scope 3 emissions**

**KEY STEPS:**

- First, try to reduce your company's carbon emissions as much as possible through energy efficiency and conservation strategies.
- For business scope 3 emissions that cannot otherwise be avoided, purchase carbon offsets from a reputable seller.
- When choosing carbon offset projects to invest in, be sure those providers follow the rules of carbon offsetting, which are to: - Link your carbon offset strategy to energy efficiency and conservation strategies used internally. - Avoid the forward selling of offset credits unless those offsets are certain. - Choose projects that have a clear strategy for project permanence. - Choose projects that work with local communities and ecosystems to ensure these aren't negatively impacted. - Work with certified and vetted offset providers to ensure the rules of carbon offsetting are followed. Certification programs include the Kyoto Protocol's Clean Development Mechanism (CDM), Puro Standards, Verified Carbon Standard, Gold Standard, and Climate Action Reserve. Invest in a range of offset programs to create a diverse and robust offset portfolio with built-in redundancy.

**STATUS: 10/1/2023 – IN PROGRESS**



- Regularly evaluate employee satisfaction through interviews, surveys, or calculation of employee net promoter score

**KEY STEPS:**

- Your company's preferred method and frequency to evaluate employee satisfaction.
- Ensure your survey group is diverse, representative of your workforce, and covers an age range reflective of your employees.
- Collect NPS, interviews, or survey responses over a specific, measured period of time.
- Share your results with employees to show transparency and intention to improve.

**STATUS: 10/1/2023 – IN PROGRESS**

- Conduct exit interviews to gain insights on company culture and operations and make improvements based on feedback

**KEY STEPS:**

- Create an exit interview process with standard questions to ensure the interview is fair, respectful, organized, and informative.
- When employees are leaving the company, set up an exit interview with an HR member or a third-party contractor.
- Ask employees if they are comfortable with the feedback from their exit interview being shared with their immediate supervisor/manager.
- Review feedback from the exit interview. Determine what action to take, if any, and improvements that can be made.

**STATUS: 10/1/2023 – IN PROGRESS**

- Give opportunity for all employees to provide feedback of any kind and feel secure and empowered to do so

**KEY STEPS:**

- Consider creating an anonymous forum or suggestion box or designating an employee to hear colleague feedback.
- Encourage employees to provide feedback and constructive criticism.
- Designate a team member to regularly review feedback.

**STATUS: 10/1/2023 – IN PROGRESS**

- Institute a policy for providing training, certification, and professional development opportunities to employees

**KEY STEPS:**

- Create a company-wide professional development policy and plan including yearly allowance employees can spend on training and certificates.
- Work with employees to create a professional development plan during their yearly review.
- Encourage employees to pursue professional development opportunities.

**STATUS: 10/1/2023 – IN PROGRESS**

- Provide transit passes or funds to employees as part of the benefits package to encourage public transportation usage

**KEY STEPS:**

- Identify public transportation methods that are available in your area.
- Provide fully funded or discounted public transportation passes as part of a yearly benefits package.
- Encourage employees to use public transportation.

**STATUS: 10/1/2023 – IN PROGRESS**

- Provide regular formal review, linked to a comprehensive development plan, with clear and constructive feedback to all employees using a well-defined, fair, and consistent process.

**KEY STEPS:**

- Create a well-defined, fair, and consistent process for employee reviews.
- Determine the frequency that best suits your company's needs. Smaller companies may have the capacity for more frequent reviews while larger companies may need to only have yearly reviews.
- Create a schedule for reviews so employees are well aware of when their review is approaching and can prepare their preferences for professional development opportunities.

- Ensure the reviews are fair and modeled as a constructive conversation about tangible progress and results that encourages employees to continue to grow.
- During reviews, create a development plan with a measurable timeline to allow employees to pursue training, certificates, and promotions within the company.
- Offer employees a raise when appropriate if reviews show results of above-average performance.

**STATUS: 10/1/2023 – IN PROGRESS**