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## ENVIRONMENTAL POLICY STATEMENT

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

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

### **Reduce, Reuse and Recycle**

We shall –

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

### **Toxics Reduction**

- We shall reduce the use of toxic materials to protect employee health and the environment. Specifically we shall -
- Purchase low to non-toxic janitorial cleaning products (only those approved for use by the CA Green Business Program).
- Switch to recycled content products, materials and supplies when available.
- Purchase Low VOC paints, markers and non-toxic air fresheners.
- Recycle universal wastes (electronics, batteries, fluorescent light tubes) and prohibit purchasing materials that may lead to hazardous waste generation.
- Purchase rechargeable batteries and appliances only, if possible.
- Promote storm water pollution prevention and source control.

**Environmentally Preferable Purchasing**

We shall purchase/use the following:

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

**Conserve Fossil Fuels**

We shall conserve fossil fuels by –

- Encouraging the use of public transit.
- Teleconferencing instead of attending meetings in person.
- Using hybrid or electric cars when possible.
- We shall strive to remodel using LEED green building standards.

**Environmental Stewardship**

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

Authorized Representative/Owner, Name and Signature

Date

André Jalobeanu, President

1/2/2023

