Criteria increases overtime

- ■ Pledge - Year one
- ■ Higher tiers require more comprehensive criteria - 2 years certification?
  - ● Silver (12-24 actions)
  - ● Gold (25-44 actions)
  - ● Platinum (45+ actions)

Over 140 actions:

<u>Management and Leadership</u>

- ● Environmental Policy Statement
  - ○ An effective environmental policy statement is truthful, not over reaching, and typically contains the following three commitments:
    - ■ a commitment to compliance with all environmental laws and regulations
    - ■ a commitment to pollution prevention – This means that your organization places a priority on waste reduction over recycling, treatment or disposal of waste.
    - ■ a commitment to continual improvement – This means that your organization or environmental team meets regularly to evaluate your environmental impacts and set annual goals.
- ● Identify a Sustainability Leader/ Create an Environmental Team
  - ○ Describe your team (membership, mission, how often it meets, etc.) and how it works to identify and implement measures that improve the environmental performance of your facility and operations:
- ● Annual Environmental Goals
  - ○ Provide an example of specific goals your organization has set to reduce its environmental impact (e.g. reduce solvent use by X%, or reduce greenhouse gas emissions by X% by year 20XX):
- ● Environmentally Preferable Products and Services
  - ○ Briefly describe the design, composition, packaging and other attributes of the product you produce and/or the service you provide that are designed to reduce environmental impacts:
- ● Environmentally Preferable Purchasing-Sustainability plan or purchasing policy guides decision making
  - ○ Describe your procurement policy or approach and provide example(s) of product purchasing decisions or vendor contract language:
- ● Environmental Restoration and Community Environmental Projects

- - Describe participation or sponsorship of environmental restoration projects (e.g. stream cleanups, enhancement of wildlife habitat, etc.) or community environmental projects or events (outreach to citizen groups, schools, etc.):
- Company's core mission is sustainable
  - Chemical free products
  - Reuse/restoration products
- Implement an Environmental Management System (EMS)
  - EMSs help organizations identify and manage both their regulated and unregulated environmental impacts. There are a number of EMS standards which offer certification through independent auditors. The most well known is ISO 14001. Others include trade association programs such as Responsible Care for the chemical industry, and the Sustainable Green Printing Partnership. All of these require implementation of an EMS as part of their certification requirements.
- Independently-Audited Environmental Management Systems
  - Provide standard that was used (e.g. ISO 14001, Responsible Care®, etc.):
- Aspiration Goals
  - Zero waste office
- Employees are educated annually (at minimum) about sustainability practices
- New employees are informed about sustainability best practices (waste reduction, recycling and community options)
- A system in place to gather employee feedback, comments, and suggestions related to sustainability actions
- Sustainability is included as part of job descriptions/applications.
- Sustainability is included as part of annual employee reviews
- Flex time and/or telecommuting are an option for most employees

Reduce, Reuse, Recycle
- Conduct a Waste Audit
- Paperless alternatives are used whenever possible (paystubs, involving, etc.)
- Centralized Printers are used (No more than 1 per 10 employees)
- Majority of copier paper is used on both sides
- Copier paper contains at least 30% recycled content
- Only reusable dishware are available for day to day office use
- Green certified cleaning products by janitorial staff
- Paperless receipts or no printed receipt option is offered
- Paperless system used for payroll

- Promotional materials such as business cards or brochures are printed on recycled-content paper and the percentage of recycled content is printed on the document somewhere
- Recycling containers are located next to every trash can.
- Garbage cans have been removed from individual work spaces and are located only in central locations
- At least one additional material (batteries, toner cartridges, etc.) is recycled.
- Copier PIN or mailbox features are used to minimize unclaimed print jobs.
- Second-hand or repurposed office furniture, equipment, or supplies are purchased and used whenever possible.
- Communicate without paper. Cuts cost and use of paper and solid waste; saves time, postage, and/or fax costs.
- Office furniture and office supplies are donated for reuse when no longer needed. Refillable white board markers are used.
- Reusable (dry erase) table tents/name cards are used for meetings and events.
- Cloth napkins and towels are used instead of paper products in the kitchen
- Implement recycling program for all materials that cannot be reduced or reused
- Unused/outdated devices are donated
- Expand recycling program to include non-office related materials (fats/oils/grease/food waste, construction materials)
- Reduce packaging Waste
- Specials are listed on chalk/white board/social media rather than printed
- Food supplies are delivered in reusable containers
- High efficiency electric hand dryers are used instead of paper towels
- Buy products in returnable, reusable or recyclable containers.
- Buy recycled-content paper products whenever possible, including hand towels, napkins, office and food service uses.
- Use take-out containers that can be composted (paper) or recycled (#1 and #2 plastics, aluminum) instead of styrofoam.
- Order recycling containers for newspapers, cardboard, plastic, and glass.
- Order motor oil, anti-freeze, and other fresh fluids in bulk, rather than in multiple, individual containers.
- Eliminate the use of spray cans. Replace with brake cleaning sinks or refillable spray containers.
- Reuse, sell, or donate unwanted items and materials
- Set up a swap area for extra office supplies.
- Plastic straws provided only by request.
- Sell reusable items such as:
  - Reusable produce bags

- Reusable grocery bags
  - Reusable water bottles
  - Reusable straws

Energy
- Energy Efficiency
  - Describe measures taken to improve the energy efficiency of your facility and/or processes and include results (e.g. kWh or BTUs reduced) and costs savings where available:
- Train employee on basic conservation practices
- Solar panels or wind turbines are in use in our building.
- Laptops, notebooks, and other portable devices are used rather than desktop computers.
- Efficient Fleet Vehicles
  - Describe purchasing, maintenance and other measures taken to increase fuel efficiency in fleet vehicles and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) and cost savings where available:
- Encourage alternative fuel vehicles
- Computers, monitors, printers and copiers are set to sleep at 15 minutes of inactivity
- Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment
- Occupancy sensors or timers are used for lighting in storage rooms, offices, restrooms and other common rooms
- Renewable energy purchased
- Janitor services are scheduled during business hours
- No idling policy is encouraged for delivers to and from your restaurant
- Majority of cooking equipment is energy star qualified
- Refrigerated appliances are energy star qualified
- Occupancy sensors or timers are used for lighting in storage rooms, offices, restrooms and other common rooms.
- Stay up to date on HVAC maintenance
- Replace incandescent lighting with compact fluorescent or LEDs
- Put "Turn off the lights" signs above switches
- Insulate all pipes and equipment
- Use windows that can be opened for temperature control
- Close blinds when not in operating hours to control temperature
- Use paper products that are made of recycled material
- Use and distribute as few plastic bags as possible

Transportation

- Employee Commute/Customer Travel
    - Describe measures taken to reduce the number and length of employee and/or customer trips taken by single occupancy vehicles and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) where available.
- Efficient Business Travel
    - Describe measures taken to support efficient business travel through teleconferencing, ridesharing and other means and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) and cost savings where available:

Water
- Water Conservation
    - Describe actions taken to reduce water use and include results (e.g. gallons of water conserved) and cost savings where available:
- Stormwater Management
    - Describe voluntary actions to reduce stormwater runoff through landscaping, reduction in paved surfaces and other site design measures.
        - Manage stormwater on site by using a rain barrel, or direct downspouts into a vegetated area.
        - Manage stormwater on site using a green roof, bioswales, raingarden, rain barrels or native gardens. Contact your local water utility for possible rebates.
        - Manage stormwater on site using pervious pavements or pavers. Contact your local utility for possible rebates.
        - Conduct regular inspection and maintenance of all water systems to ensure leaks are prevented or fixed immediately.
    - Describe measures taken to ensure that litter, oil, fertilizers and other pollutants from your property do not end up in storm drains and bodies of water:
- Landscape with native and drought resistance plants and minimize turf
- Only tap water is provided at our workplace, no water delivery service or single use plastic bottles
- Use low flow pre-rinse spray nozzles at the dish machine. (Your water company may provide free low flow pre-rinse nozzles.)
- Use low-flow fixtures and dual-flush toilets
- Find and repair leaking fixtures
- Fill dishwashers to capacity before running them

Green Building

- LEED Certified
- Majority of landscaping is native or drought tolerant
- Use reusable goods whenever possible instead of products that will need to be thrown away
- When construction is undergone, attempt to use as many environmentally sustainable materials as possible

Food

- Vegetarian and vegan meals are available
- Seafood is purchased from sustainable sources
- Fod purchase from certified organizations working for environmental and economic justice
- Food scraps are monitored and actions are taken to reduce food waste
- Excess edible food is donated to staff and or food donation programs
- Food scraps are composted
- Bulk/reusable containers are used for condiments, sugar, creamers, etc.
- Participate in CSA (community supported agriculture); scheduled drop- off site at workplace.
- Reusable bottles are provided to staff for tap water (to avoid bottled water delivery).
- Non-GMO food is offered.
- Organic ingredients are used.
- Local/ Regional ingredients are used.
- No straw initiatives - only give straws when asked
- Advertise meatless meals
- Produce is "naked" and not wrapped in plastic.

Pollution Prevention

- Properly maintain grease traps and kitchen hoods to prevent overflows and emissions to the sewer and storm drain systems.
- Keep outdoor waste storage, parking and sidewalks free of litter, grease spills and other potential pollutants. Use sweeping and spot cleaning for most clean ups. If washing is needed, use a cleaning method that keeps cleaning water out of storm drains.
- Integrated Pest Management. Use IPM techniques: monitor pests and their natural enemies, use pest-resistant plants, evaluate damage vs. need to treat, use least toxic alternatives, spot treat if needed.
- Reduce chemical use. Use IPM techniques, use compost instead of chemical fertilizers for soil and plant health.

Community
- Support employee wellbeing
- Improve indoor air quality
- Serve customers with disabilities
- Support community Initiatives
    - Sponsorship, in kind services are donated
- Adopt a Cause
- Host a food, coat, or other drive (helps the community and brings customers to your store!)
- One or more employees serve on a community leadership role
- Employee volunteer in the community on paid work time
- Charitable giving campaign, matching funds, or similar program in place
- Sustainability accomplishments are communicated to customers
- Customers who bring back containers and bags for reuse or refill are rewarded.
- Hire from within our neighborhood.
- Purchase from local artists in decorating
- Encourage public art installments
- Become involved in environmental or community environmental restoration projects
- Shared Environmental success

Purchasing:

- Buy local
- Buy organic
- Buy fair-trade
- Buy reusable
- Buy compostable

Environmental Certification Programs, Awards, and Other Activities
- Please share any additional information on environmental activities not covered in the categories above, including membership in environmental certification programs and any environmental awards or recognition received by your organization.
- Any other initiative that isn't listed here