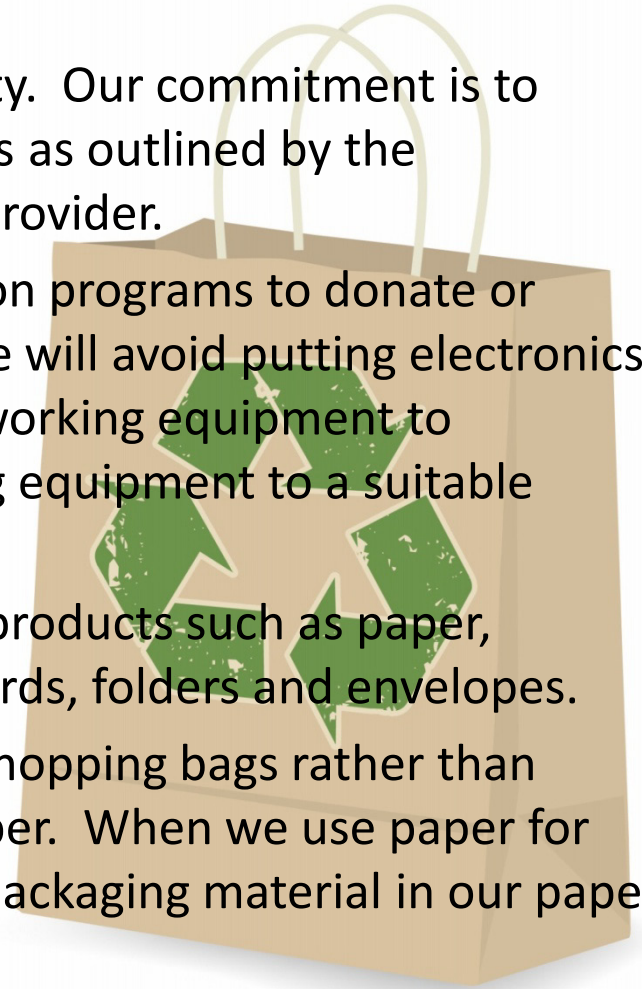


Green Office Plan



- **Recycling** is managed by the local community. Our commitment is to dispose of paper, cans, plastics and materials as outlined by the requirements of our local recycling service provider.
- **Electronic Equipment:** We use local collection programs to donate or recycle end of life electronic equipment. We will avoid putting electronics into landfills by first, attempting to donate working equipment to charitable programs, and second by bringing equipment to a suitable electronic waste management facility.
- **Purchasing:** Preference is given to recycled products such as paper, packaging, furniture, notebooks, greeting cards, folders and envelopes.
- **Shopping sacks:** We will purchase and use shopping bags rather than consuming and throwing out plastic and paper. When we use paper for shopping, we will further use that bag as a packaging material in our paper recycling program.



Cut Back on the Use of Paper Products

- **Paper:** products need to be treated as sustainable natural resource and consumed at a responsible rate. Paper isn't bad, but wasting resources is. For example, we use and retain paper documents based in the need to have legal copy.
- **Printing and Data:** We avoid duplicating or printing information that is easily accessed through backups or on line. If we can use digital records, paper copies may not be necessary. If we can use data storage, we will not duplicate file shares on external drives and multiple server locations.
- **Two Sides:** We use the white side of the paper for notes or other "draft" printing.
- **Advertisements and Junk:** Junk Mail is as bad in digital form as paper form. We avoid creating it, receiving it, storing it or failing to recycle it. Paper Towels: Paper towels are efficient and reduce spread of bacteria, but cloth rags are also effective for cleaning. When cleaning, use judgment.
- **Marketing Matters:** Double sided printing saves paper and is equally professional as one. Printing devices and ink will be selected from energy compliant products. We will use up our collateral before we print more. We will not leave piles of marketing materials to be thrown out after trade shows and meetings.

- **Electricity:** We will avoid misuse of electronics, computers, clocks and appliances. We will unplug any appliance not in active use. We will purchase energy efficient devices.
- **Lights:** We use natural sunlight for the majority of our offices, reducing the need for overhead lights during day hours. Our windows are treated to reduce the harmful effect of UV light and to reduce summer cooling requirements. We only use energy efficient light bulbs.
- **Alternative Power:** We seek and use alternative power. When our office gets chilly, we get up and move, put on a sweater, maintaining the winter thermostat at, or below, 70 degrees. During peak summer days, we will pull the blinds to reduce heat from the sun and maintain the cooling at, or above, 78 degrees.
- **Outside Lights:** We use solar lanterns on our walkways, and where possible, we support the use of motion sensors and funding to replace highway lights with energy efficient bulbs.





Landscaping: We will reduce the need for nitrates and phosphates. We select vegetation that offers shade and color and don't use fertilizers that expose our office and families to unnecessary health problems.

We compost and we will insist that our landscapers compost to insure our grounds have healthy soil.

- Maintain Healthy Soil: Composted ground soil retains moisture and needs less water, which will support our pledge reduce water waste. We will lower our water bill. We choose landscaping that retains and leverages “grey water” as opposed to consuming from our primary drinking reservoir.
- Where possible, we will use manual vs. electric tools, such as reel mowers and hedge clippers. This extra effort will give us a healthy a workout and avoid the gas pollutants of a large power mower.

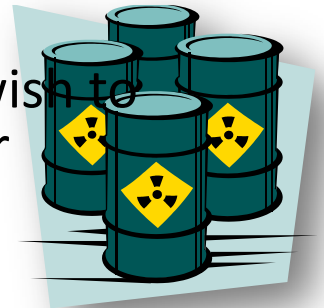


Pollutants

- We are careful in management of pollutants such as oil.
- We prefer use of non chemical solutions, such as wearing a hat instead of sun screen, or spray bottles before aerosol.
- We use natural products for cleaning, above all respecting moderation in the use of soaps, solvents, pesticides and polishes.

Second Hand Supplies, Leftover Supplies

- When we complete projects we will gather and donate left over paint and supplies to a person or charity that needs it.
- We will communicate to our community about items we wish to pass on, dropping items to locations that can manage their distribution.



- **Bottled Water:** Filtered tap water in the refrigerator is as safe or safer than bottled water and tastes just as good. Glasses in a dishwasher consume less energy than the creation and disposal of plastic. We will avoid plastic trash by reasonably managing our use of plastic water containers. We supply our office with water filtration, glasses and a dishwasher.
- **Walking:** We walk or ride a bicycle before we drive, promoting health and reducing gasoline and emissions. When we drive, we carpool from a common location. Whenever possible, we walk and talk, using outdoor light and open air to promote communication and health.
- **Efficient Cars:** We care for our vehicles to keep tire pressure and engine functions optimal.
- **Public Transportation:** We use public transportation when it is available.
- **Alternative Fuel:** We promote purchasing hybrid and fuel efficient cars. We select hybrid cars when leasing or renting for business.
- **Virtual Travel:** We provide teleconference options and remote working capabilities.

