

BUILDING & OPERATIONS

1. Computers and monitors are turned off in the evenings and on weekends (when not in use)
2. Motion sensors installed in less busy areas (e.g. washrooms, hallways, storage spaces) and/or "Lights Off" signage posted at light switches
3. All thermostats set to 16°C when space is typically unoccupied (manual or automated)
4. All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
5. ≥ 75% of kitchen appliances are ENERGY STAR® Certified
6. ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
7. Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations
8. ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
9. All hot water pipes are insulated
10. Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
11. Renewable energy credits are purchased for 100% of electricity use
12. Building generates solar, wind, geothermal, micro hydro power and/or solar hot water

WASTE

13. At least 4/6 paperless systems are in place: invoices, client files, pay stubs, memos, utility bills, bank statements
14. All printers set to double-sided and/or both sides of paper is used before being recycled
15. Reusable dishware is provided in place of disposable cups, plates, cutlery, etc. 
16. All food waste and soiled paper are composted
17. All soft plastics (shrink wrap, plastic bags, etc.) are recycled 
18. All electronics, batteries, and lightbulbs are recycled
19. At least one other hard-to-recycle item is being recycled (foil-lined bags, Styrofoam™, appliances, etc.)

WATER

20. Tap water consumed rather than bottled water (MANDATORY) 
21. All faucets employ ≤ 6.0 LpM aerators
22. All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

TRANSPORTATION

23. Bicycle parking provided for staff and clients
24. ≥ 50% of staff commute to work by bike, transit, carpooling or walking
25. Subsidized bus passes or tickets for staff provided
26. Fulltime staff can work from home one day per month to reduce travel to/from the office

27. Video or voice conferencing technology used to minimize travelling to/from meetings
28. ≥ 50% of local couriering/deliveries made by low or zero-emission transport (e.g. bicycle, EV, hybrid, smart car) OR deliveries/courier services have been reduced by ≥ 50%
29. ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)

PURCHASING & PRODUCTS

30. No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packs, stir sticks, straws) (MANDATORY) 
31. ≥ 75% of cleaning products are eco-friendly
32. Select caterers that are actively committed to sustainability (for meeting and work functions)
33. At least three major office stationary supplies have ≥ 50% post consumer recycled content
34. Sustainable Purchasing Policy in place for all new office equipment, appliances, and furniture
35. Purchasing used/repurposed office furniture and decor instead of new products for minimum of 10% of items

CLIMATE ACTION

36. Emissions are measured and reduction plans and targets are set, all are communicated to staff and public
37. All emissions are offset (including air travel) with verified carbon credits

SOCIAL

38. ≥ 50% employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
39. Annual donations made to local environmental or community related charities and non-profit's, at an amount of ≥ \$50 per full-time employee
40. Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
41. Employees engage in pro bono services to the local community (environmental groups, non-profits/charities or others in need)
42. Environmental values and actions are posted publicly (either online or on premises)
43. Employee Health and Wellness Program in place
44. Employee traditional benefits package in place that contains one or more benefits (health/dental insurance, RRSP plan, short-term disability coverage, etc.)

Additional Action

45. Additional action- based on comparability to the actions listed above (see reverse for more info)

OFFICE CHECKLIST

LED = Light Emitting Diode, high-efficiency lighting
T5/T8 = High-efficiency models of fluorescent lighting
EV = Electric Vehicle
LpM = Litres per Minute
LpF = Litres per Flush
(Bold text) = (Point requires documentation)



= "Surfrider Approved" points for plastic reduction. Point #20 and #30 plus one additional Surfrider point will result in an additional "Surfrider Approved Business" Certification.

PROGRAM ELIGIBILITY

Office: Service based businesses located in commercial office space.

Eligible businesses must:

1. Have a maximum of 100 full-time equivalent employees
2. Be a registered not-for-profit, charity or business. If you are a franchise, brand, division or subsidiary, the local manager must submit the application
3. Be located on Vancouver Island. If your organization has multiple locations, each would have to undergo the certification process individually

Reasons for ineligibility may include:

1. If a business operates in any of the following industries: weapons, gas/oil/coal, or manufacturing of pesticides, synthetic fertilizers or plastics
2. If your business is known to have a poor record in any of the following areas: product integrity, worker/labour abuse, environmental responsibility
3. Home based business without significant separate business operations (mixed used facility with residential)

RESOURCES

For more information on rebates and incentive programs and how you can make your business more sustainable while improving your brand appeal, retaining staff, and reducing operating costs visit:

<http://www.vigbc.ca/resource-list.php>

REQUIRED DOCUMENTATION

11. Proof of purchase for renewable energy credits
13. Provide documentation proving four paperless systems are in place (e.g. digital invoices, digital utility bills, and digital client files)
26. Provide documentation of Work from Home Policy
34. Provide documentation of Sustainable Purchasing Policy. All new office equipment/appliances are required to be ENERGY STAR® certified and product life cycle needs to be considered for new furniture. This means giving preference for products that are deconstruct- able, repairable during use, recyclable at end of life, and constructed with green components (recycled plastic, zero VOC, FSC wood, eco-friendly upholstery, etc.)
37. Provide documentation of publicly available emissions measurement, reduction plan, and actions
38. Provide receipts for purchase of verified carbon credits
39. Provide relevant materials from employee manual
41. Provide relevant materials from employee manual

Additional Action we understand every business is different. You are welcome to describe an additional action your business has taken to reduce its environmental impact and/or positively impact its community. Your VIGBC Verifier may be able to award credit for one action, depending on its comparability to the actions listed in the VIGBC checklist.

DEFINITIONS

Eco-Friendly Cleaners cause less harm to human health and the environment when compared to other competing products and services. Look for products that are biodegradable, pH balanced, EcoLogo™ Certified, Green Seal™ Certified, etc.

EcoLogo™ is an environmental standard and certification for products and services based in North America. EcoLogo™ provides assurance that products and services bearing meet stringent environmental standards and are verified by a third party auditor.

ENERGY STAR® is an international symbol that identifies products as the top efficiency performer in their category. ENERGY STAR® is a government/industry partnership that makes it easy for businesses and consumers to save money and protect the environment.

Green Seal™ Green Seal™ ensures that products meet rigorous, science-based standards for human health and the environment.

Health and Wellness Programs recognize the importance of protecting and promoting employee health and wellness. Examples include point programs, yoga/meditation classes, physical activities, corporate lunch and learns, and wellness challenges.

High Efficiency Hand Dryers use less energy than conventional dryers. VIGBC will consider Green Seal™ Certified, ENERGY STAR® Certified or equivalent as a high efficiency hand dryer.

Kitchen Equipment includes fridges, freezers, ovens and dishwashers. It will not include toasters, kettles, microwaves or toaster ovens as they do not have an ENERGY STAR® rating.

Low Emission Vehicle is a vehicle that has an average (city/highway) fuel efficiency rating of 35 miles per gallon (15 km per litre) or more.

Office Equipment includes fax machines, printers, multi-functional devices, televisions, and air purifiers or dehumidifiers.

Renewable Energy Credits recognized energy companies that utilize environmentally friendly electricity generation (solar, wind, or bio-energy). Businesses can purchase these credits to reduce their environmental footprint and support green energy generation.

Sustainable Caterer's are those that take steps to reduce waste by limiting packaging and single-use items, using local, in season food and Ocean Wise™ or Certified Organic products, and use low-carbon modes of transportation for their deliveries.

Verified Carbon Credits result from projects that have been verified for their role in reducing, avoiding or sequestering carbon dioxide emissions or equivalent emissions such as methane gas.



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