



Metrics Chartered Accounting

Completed Actions: 26

Verified : May 28th, 2015

Verified By: Tina Stokvis,
 Program Verifier



BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Computers and monitors set to sleep when not in use
- All thermostats set lower when space is unoccupied
- All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
- ≥ 75% of kitchen appliances are ENERGY STAR Certified
- ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR[®] Certified
- Laptops and/or ENERGY STAR[®] Certified computers and monitors are used at ≥ 75% of work stations
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
- Server systems are ENERGY STAR[®] Certified or effective energy efficiency program for servers is in place

TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- Video or voice conferencing technology used to minimize travelling to/from meetings
- ≥ 50% of local couriering/deliveries made by low or zero-emission transport OR deliveries have been reduced by ≥ 50%

PURCHASING & PRODUCTS

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
- Purchasing used office equipment, such as printers, photocopiers, and office furniture, instead of new products

WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- All printers set to double-sided and/or both sides of paper is used before being recycled
- Paperless systems are in place (eg. files are stored digitally, invoices/receipts/memos etc. delivered electronically)
- All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled

WATER

- Tap water consumed rather than bottled water
- All faucets employ ≤ 6.0 LpM aerators
- All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

SOCIAL

- ≥ 50% employees volunteer in a community event or charitable activity (at least one day per year)
- Annual donations made to local environmental or community-related charities of ≥ \$50 per full-time employee
- Employees engage in pro bono services to the local community: environmental groups, non profits, etc.