



## PAGE ONE PUBLISHING

Completed Actions: 18

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Verified By: Tina Stokvis,  
Program Lead



## BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified

## TRANSPORTATION

- Bicycle parking provided for staff and clients
- Video or voice conferencing technology used to minimize travelling to/from meetings

## PURCHASING & PRODUCTS

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
- Select caterers that are actively committed to sustainability
- Purchasing used office equipment, such as printers, photocopiers etc.

## WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- Paperless systems are in place (eg. files are stored digitally, invoices/receipts/newsletters/memos 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 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 probono services to the local community: environmental groups, non profits/charities or others in need

## ADDITIONAL ACTIONS

- Additional action- based on comparability to the actions listed above – use Maximum Express for couriers
- Additional action- based on comparability to the actions listed above – do not have a company car