

Wise Financial Bookkeeping and Accounting Services Verified: Feb 4th, 2015

Completed Actions: 29

Verified By: Craig Sorochan,

= new action previously implemented

BUILDING & OPERATIONS

1. All non-emergency lights are turned off at night
2. Computers and monitors set to sleep when not in use
3. Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
4. All thermostats set lower when space is unoccupied (*set to 21 degrees during day)
5. All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
6. ≥ 50% of bulb lights are LED and all fluorescent tube lighting is T5 or T8
7. All hot water tanks and piping are insulated
8. Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
9. Server systems are ENERGY STAR® Certified or effective energy efficiency program for servers is in place (Cloud Based)

TRANSPORTATION

10. Bicycle parking provided for staff and clients
11. ≥ 50% of staff commute to work by bike, transit, carpooling or walking
12. Video or voice conferencing technology used to minimize travelling to/from meetings

PURCHASING & PRODUCTS

13. No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
14. Purchasing used office equipment, such as printers, photocopiers etc.
15. ≥ 75% of cleaning products are eco-friendly

16. At least three major office stationary supplies have $\geq 30\%$ post-consumer recycled content

WASTE

17. Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.

18. All printers set to double-sided and/or both sides of paper is used before being recycled

19. Paperless systems are in place (eg. files are stored digitally, invoices/receipts/newsletters/memos delivered electronically)

20. All food waste and soiled paper are composted

21. At least one other hard-to-recycle item is being recycled (foil-lined bags, Styrofoam™, light bulbs, electronics, appliances, etc.)

22. All soft plastics (shrink wrap, plastic bags, etc.) are recycled. (separate from garbage and have a place where you can put them and take them in occasionally to the supermarket)

23. All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means

WATER

24. All faucets employ ≤ 6.0 LpM aerators

25. All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

SOCIAL

26. Employees are provided with clean, healthy, and safe working conditions which are outlined in an employee manual

27. $\geq 50\%$ employees volunteer in a community event or charitable activity (at least one day per year)

28. Annual donations made to local environmental or community-related charities of $\geq \$50$ per full-time employee

29. Employees engage in pro bono services to the local community: environmental groups, non profits/charities or others in need.