



Hughesman Morris CPA's
 Completed Actions: 31

Verified: February 23rd, 2016
 Verified By: Tina Stokvis,
 Program Manager



BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Motion sensors installed in less busy areas, and/or "Lights Off" signage posted at light switches
- All thermostats set lower when space is unoccupied
- Energy assessment completed by LiveSmart or another recognized provider
- All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
- ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- ≥ 50% of bulb lights are LED and all fluorescent tube lighting is T5 or T8
- All hot water tanks and piping are insulated
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

TRANSPORTATION

- Bicycle parking provided for staff and clients
- Subsidized bus passes or tickets for staff
- 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)
- ≥ 75% of cleaning products are *eco-friendly*
- At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- Purchasing policy that all new office equipment and appliances are to be ENERGY STAR® Certified



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/newsletters/memos delivered electronically)
- All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- All food waste and soiled paper are composted
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- At least one other hard-to-recycle item is being recycled (foil-lined bags, Styrofoam™, light bulbs, electronics, appliances, etc.)



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
- Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- Employees engage in probono services to the local community: environmental groups, non profits/charities or others in need
- Environmental values and actions are posted publically (either online or on premises)

Additional Actions

- Additional action - based on comparability to the actions listed above – Rooftop garden – lettuce used for weekly barbeques