



## ROYAL LEPAGE – OAK BAY

Completed Actions: **22**

Verified: June 20, 2016  
Verified By: Jessica Sorrell,  
Program Verifier




### BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Computers and monitors set to sleep when not in use
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ≥ 75% of kitchen appliances are ENERGY STAR® Certified
- Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations

### TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- Subsidized bus passes or tickets available for staff
- Video or voice conferencing technology used to minimize travelling to/from meetings


### 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

### PURCHASING & PRODUCTS

- Select caterers that are actively committed to sustainability
- Purchasing policy that all new office equipment and appliances are to be ENERGY STAR® Certified
- 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. 
- 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

### 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
- Environmental values and actions are posted publically (either online or on premises)

 = "Surfrider Approved" points for plastic reduction. Three out of the potential Four Surfrider points (must include mandatory points) will result in an additional "Surfrider Approved Business" Certification