



VIATEC

Completed Actions: 29

Verified: July 5<sup>th</sup>, 2016

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Program Manager



## 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 office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations
- All hot water tanks and piping are insulated
- 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%



## WATER

- All faucets employ ≤ 6.0 LpM aerators
- All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

## 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 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. 
- 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 (ie. foil-lined bags, Styrofoam™, light bulbs, electronics, appliances)

## 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 pro bono services to the local community: environmental groups, non-profits/charities or others in need