



## TOURISM TOFINO

Completed Actions: 32

Verified: October 12<sup>th</sup>, 2017

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Program Lead



### 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
- All thermostats set lower when space is unoccupied
- 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
- 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

### 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

### WATER

- Tap water consumed rather than bottled water
- All faucets employ ≤ 6.0 LpM aerators

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