

## SYNERGY ENTERPRISES

Completed Actions: 32

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Verified By: Jen Fraser  
VIGBC Verifier




### BUILDING & OPERATIONS

- Computers and monitors are turned off in the evenings and on weekends (when not in use)
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- ≥ 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

### WASTE

- At least 4/6 paperless systems are in place: invoices, client files, pay stubs, memos, utility bills, bank statements
- All printers set to double-sided and/or both sides of paper is used before being recycled
- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc. 
- All food waste and soiled paper are composted
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled 
- All electronics, batteries, and lightbulbs are recycled
- At least one other hard-to-recycle item is being recycled (e.g. foil-lined bags, Styrofoam™, etc.)


### WATER

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

### TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- Fulltime staff can work from home one day per month to reduce travel to/from the office
- Video or voice conferencing technology used to minimize travelling to/from meetings

### PURCHASING & PRODUCTS

- No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packages, stir sticks) 
- ≥ 75% of cleaning products are eco-friendly
- Select caterers that are actively committed to sustainability (for meeting and work functions)
- At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- Sustainable Purchasing Policy in place requiring all new office equipment, appliances, and furniture
- Purchasing used/repurposed office furniture and decor instead of new products for minimum of 10% of items

### SOCIAL

- ≥ 50% employees volunteer in a community event or charitable activity on company time (≥ 1 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)

# OFFICE CHECKLIST

- Environmental values and actions are posted publicly (either online or on premises)
- Employee Health and Wellness Program in place
- Employee traditional benefits package in place that contains one or more benefits (health/dental insurance, RRSP plan, short-term disability coverage, etc.)

## ADDITIONAL ACTION

- Additional action – work with airports and airlines to set emissions reduction targets, reduce CO<sub>2</sub>, engage stakeholders and adopt clean technologies