

TOURISM VICTORIA
Completed Actions: 34

Verified: August 15th, 2018
Verified By: Elizabeth Maze
Program Lead



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)
- All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
- ≥ 75% of kitchen appliances are ENERGY STAR® Certified
- ≥ 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
- ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- All hot water pipes are insulated
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

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

- 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
- 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%
- ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)

PURCHASING & PRODUCTS

- ≥ 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

OFFICE CHECKLIST

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
- 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.)