



CARMANAH TECHNOLOGIES

Completed Actions: Green, 35 points, Ocean Friendly Business

Verified on: February 10th, 2022

Verified by: Jen Fraser



BUILDING & OPERATIONS

- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
- All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- Computers and monitors are turned off in the evenings and on weekends (when not in use)
- ≥ 75% of workstations have laptops or ENERGY STAR®/TCO Certified computers and monitors
- ≥ 75% of office equipment such as printers and photocopiers are ENERGY STAR® Certified
- ≥ 75% of kitchen appliances are ENERGY STAR® Certified
- All hot water pipes are insulated

WASTE

- At least 4/6 paperless systems are in place: invoices, client files, pay stubs, memos, utility bills, bank statements
- All printers set to default double-sided and/or both sides of paper is used before being recycled
- Reusable dishware is provided in place of disposable cups, plates, cutlery, etc.
- All food waste and soiled paper are composted
- Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled
- All electronics, batteries, and lightbulbs are recycled
- ≥ 1 other hard-to-recycle item is being recycled (foil-lined bags, pens, appliances, etc.)

WATER

- Tap water consumed rather than bottled water
- All faucets employ ≤ 6.0 LpM aerators
- All toilets and urinals are ≤ 6.0 LpF

TRANSPORTATION

- Designated bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
- Fulltime staff can work from home one day per month to reduce travel emissions OR are offered a flexible schedule to avoid traffic
- Video or voice conferencing technology used to minimize travelling to/from meetings
- Deliveries/courier services from ≥ 1 supplier have been reduced by ≥ 50% in the last 12 months OR ≥ 50% of local couriering/deliveries made by low or zero emission transport

PURCHASING & PRODUCT

- ≥ 3 major paper products are made with ≥ 50% post consumer recycled content or 100% recycled content
- Select caterers that are actively committed to sustainability (for meeting and work functions)
- No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packs, stir sticks, straws)

SOCIAL

- Annual donations made to local environmental or community related charities and non-profits, at an amount 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 online and on the premises
- Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
- Staff actively educate clients on relevant environmental and sustainability initiatives
- Employee Health and Wellness Program in place
- Traditional employee benefits package in place

ADDITIONAL

- Additional Action - taking part in the Adpot a Highway program