



Statement of Sustainable Business Practices

Protection of the Biosphere

We will reduce and make continual progress toward eliminating the release of any substance that may cause environmental damage to the air, water, or the earth or its inhabitants.

- Walk, bike, or take public transit.
- Make use of phone and video conferencing in place of long-distance meetings.
- Combine trips, share rides.
- Choose local, seasonal produce.
- Buy local products and services.

Sustainable Use of Natural Resources

We will make sustainable use of renewable natural resources. We will conserve non-renewable natural resources through efficient use and careful planning.

- Drink tap water, not bottled.
- Don't leave the tap running.
- Use a reusable mug and dishes.

Reduction and Disposal of Wastes

We will reduce and where possible eliminate waste through source reduction and recycling. All waste will be handled and disposed of through safe and responsible methods.

Buy recycled paper.

- Double-side all copies and print jobs.
- Think before we print -- use electronic data whenever feasible.
- Properly dispose of hazardous waste – ink cartridges, batteries, electronics, etc.

Energy Conservation

We will conserve energy and improve the energy efficiency of our internal operations and of the goods and services we sell. We will make every effort to use environmentally safe and sustainable energy sources.

- Set sleep mode on computers and monitors.
- Shut down the office when we leave – turn off lights, adjust thermostats.
- Use compact fluorescent bulbs.
- Take the stairs.
- Turn off non-essential equipment when not in use.

Management Commitment

We will implement these practices and sustain a process that ensures that all employees are fully informed about pertinent environmental issues and are fully responsible for environmental policy. We will conduct an annual self-evaluation of our progress in implementing these practices.