

## THE TRUFFLES GROUP

Completed Actions: 36

Verified: November 29, 2019

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 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

- ☒ 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

# 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
- ☒ 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 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 – created a new sustainability role within the organization over the past year