

**VANCITY LANGFORD**

**Completed Actions: 35**

**Verified: July 10, 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 office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- ☒ ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- ☒ 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 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
- ☒ All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

## TRANSPORTATION

- ☒ Bicycle parking provided for staff and clients
- ☒ Fulltime staff can work from home one day per month to reduce travel to/from the office
- ☒ Subsidized bus passes or tickets available for staff
- ☒ Video or voice conferencing technology used to minimize travelling to/from meetings

## 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

## CLIMATE ACTION

- ☒ Emissions are measured and, along with reduction plans and targets, are communicated to staff and public
- ☒ All emissions are offset (including air travel) with verified carbon credits

## 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

# OFFICE CHECKLIST

- ☒ 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 – gender inclusive bathrooms