



# GREEN OFFICE AND SUSTAINABILITY POLICY

ARCHITECTS AT PLAY





# GREEN OFFICE AND SUSTAINABILITY POLICY

Environmental Stewardship is a shared responsibility. We are committed to doing our part in reducing the environmental impact resulting from our business activities. This Sustainability Policy outlines our practices, measures, and approaches to achieving this goal and sets standards for the operation of our office. As a company, we will adhere to this policy to the greatest degree possible, and this document is intended as a resource for our employees, our clients, our consultants, and our visitors.

This document will be updated, whenever necessary, to ensure its applicability and relevance. Please contact [architectsatplay@gmail.com](mailto:architectsatplay@gmail.com) or visit [www.architectsatplay.ca](http://www.architectsatplay.ca) if you have any questions or comments regarding the policy or if you have specific questions regarding sustainability with Architects At Play.

Date of first approval: December 6, 2018

This policy applies to all employees, volunteers, and management, and all visitors to our office are encouraged to follow the practices contained within this document.



## 1. We Reduce, Reuse, Recycle, and Refuse

### **Policy Statement:**

We conserve natural resources by reducing, reusing, recycling, and refusing.

### **Practices and Measures:**

To ensure that we are making intelligent use of limited natural resources, we:

- Print hardcopies and photocopy only when necessary. Any extra prints are used as scrap paper prior to being recycled.
- Only request product samples when necessary. Any unused samples are returned to the supplier for reuse.
- Use durable, reusable containers, glassware, and cutlery for eating.
- Utilize a whiteboard with erasable markers for taking notes or drawing during meetings.
- When available, use scrap materials for building models.
- Ensure a designated recycling bin is conveniently located and emptied regularly.
- Recycle paper, plastic bottles, cans, and take-out food containers.
- Only accept free products when we actually require them and can make use of them.
- Only accept brochures or flyers when we actually require the information.
- Create and store documents digitally whenever possible.



## 2. We Manage the Production of Waste Within Our Office

### **Policy Statement:**

We conserve materials and supplies whenever possible and reduce the need for more raw materials.

### **Practices and Measures:**

To ensure that we are not creating unnecessary waste, we:

- Avoid purchasing products that cannot be reused or recycled and purchase recycled/biodegradable products.
- Salvage and store packaging material (boxes, bags, bubble wrap, etc.) for reuse.
- Utilize consumable materials until they have reached their end-of-life usefulness. For example, pens are only thrown out when they are completely dry.
- Donate old equipment and furniture to charitable organizations.
- Provide reusable towels in our washroom.
- Do not waste coffee or water.
- Share office supplies whenever possible.
- Only give out business cards when they are requested.
- Set our default print settings to double-sided.
- Provide all in-office communications (memos, notes, etc.) in electronic format.



## 3. We Conserve Energy

### **Policy Statement:**

We reduce the amount of energy we consume.

### **Practices and Measures:**

To ensure that we are not wasting energy, we:

- Set energy saving modes (monitor sleep mode) as default settings on our computers.
- Use energy efficient light bulbs.
- Turn off lights when we leave rooms.
- Utilize natural light whenever possible.
- Support local businesses that promote sustainable practices.
- Use additional lighting only when necessary.
- Turn off and unplug equipment and appliances when we are gone for an extended period of time.
- Take the stairs whenever possible.
- Utilize videoconferencing and conference calling as an alternative to travel whenever possible.



## 4. We Use Sustainable Modes of Transportation

### **Policy Statement:**

We make every effort to reduce fossil fuel consumption and air pollution caused by transportation.

### **Practices and Measures:**

To minimize carbon emissions and promote healthy living, we:

- Travel using only one vehicle or carpool whenever possible.
- Use active modes of transportation, e.g., bicycles, walking, etc.
- Provide safe and secure space for storing bicycles.

