



## **Sustainable Business Practices - Staff Policy Manual**

*For the purpose of maintaining a consistent and progressive environmental policy for the organization, and serving as an example of environmental awareness and responsibility.*

### **Energy Use**

- Set thermostats to 74
- Use energy efficient light bulbs
- Turn out lights when not in room, including bathrooms, basement, copy room, hallways and conference rooms
- Set computer to hibernate after 2 minutes without use
- Turn off all office machines when you leave for the night, including copiers
- Shut blinds at night (to maintain internal room temperatures)
- Carpool for business events whenever possible

### **Recycling/ Waste Management**

- Avoid providing disposable food and drink containers for CVB sponsored meetings and events
- Recycle office supplies whenever possible
- Use recycled office products whenever possible
- Print materials from computer only when necessary
- Set all printers to print double sided, B&W, and draft quality as default
- Use only recycled printing and writing papers (e.g. letterhead, stationary, copy paper, envelopes, invoices, business forms and cards, and promotional materials)
- Use scratch paper for note-taking and printing draft documents

### **Contributions to Community and Environment**

- Buy local whenever possible
- Utilize local businesses as resources
- Patronize 'green' local businesses
- Utilize native plants and plants beneficial to wildlife in landscaping

### **Pollution Control**

- Use biodegradable products whenever possible for daily needs and all meetings and events
- Use biodegradable cleaning products (and instruct cleaning staff)