



## Company Sustainability Policy

The management of Baynham Environmental, LLC believes that be a premiere environmental consulting firm in our community we must lead not through just our services, but our own organizational practices as well. The company understands that it is in a prominent position to affect the environment through the use of energy conservation, utilizing eco-friendly products in our building, and educating the community of such opportunities. Our objective is not only to meet existing environmental laws and regulations but to develop our business operations in a sustainable manner. To this end, Baynham Environmental, LLC is committed to the following company policies:

### Energy – Commuting and Transportation

- Employees will be encouraged and rewarded for carpooling, using public transportation or biking to work

### Energy – Electricity Conservation

- Schedule regular maintenance on HVAC (heating, ventilation, and air conditioning units) to maintain efficiency and assure that the equipment is operating properly.
- Ensure that all lights are turned off when not in use.
- Use CFL lighting in 90% of all fixtures and lamps.
- Purchase and use Energy Star appliances.
- Consider purchasing carbon offsets for office space energy use.

### Materials-Reducing waste and toxins in our environment

- Have as many recycling bins as trash cans and have these bins equally accessible to all employees.
- Purchase paper, envelopes, letterhead, and business cards that consist of at least 30% post-consumer recycled materials
- Keep a stack of previously used paper near printers for scratch paper
- Recycle toner cartridges or use solid ink or toner free printing machines
- Eliminate disposable dishes and utensils and bottled water
- Recycle and ensure safe disposal of all batteries, cell phones, and other electronics
- Ensure that the majority of food used in the company is composted

### People -Staff Management

- Appoint at least 1 staff member responsible for managing and coordinating efforts to improve company eco-footprint and ensure that this responsibility is listed in his or her job description.