

## BayPoint Benefits Sustainable Business Practices

- ☪ Printing essential documents only
- ☪ Printing double sided
- ☪ Recycle whatever possible
- ☪ Dispose of Household Hazardous Waste properly e.g. electronics, florescent light bulbs, batteries
- ☪ Use biodegradable cleaning products
- ☪ Purchase recycled or recyclable products e.g. 100% post consumer office paper
- ☪ Email correspondence whenever possible
- ☪ Reuse products such as silverware as opposed to disposable utensils and plates
- ☪ Turn lights off in rooms that are unoccupied
- ☪ Unplug all possible appliances after each use
- ☪ Set computers and monitors to sleep after ten minutes
- ☪ Turn computers off at the end of the work day
- ☪ Setting Energystar programmable thermostat to moderate temperatures to reduce heating and air conditioning system usage
- ☪ Walking / Biking to work whenever possible
- ☪ Purchases energy credits to offset our power consumption and business travel, thus generating an equal amount of green energy to what we consume
- ☪ Made efforts to purchase locally grown / built products
- ☪ Chooses to patronize vendors who share our values



*Navigating the Course of Change*