



Environmental Policy

We strive to incorporate sustainability into our core operations through internal and external efforts. Specifically, we adopt the following policies and practices:

1. Conserve energy, water and natural resources.
2. Commit to purchasing environmentally preferable products.
3. Reduce, Reuse and Recycle.
4. Promote environmental education, outreach and awareness to our staff and the greater community.

By Committing to Reduce, Reuse and Recycle

We will:

- Continue optimizing our waste stream by increasing our recycling and/or composting capabilities to at least 50% diversion from the landfill.
- Strive to increase waste diversion by recycling all paper, cardboard, wood, metals, bottles, plastics, packaging and cans.
- Compost the majority of food and/or green waste accepted in our area when our compost bin is placed back in service
- Discourage the use of disposable products by using washable/reusable items.
- Reduce the waste generated by donating reusable office items (appliances, electronic equipment, and furniture) to charitable organizations.
- Promote the use of natural lighting and solar energy, where feasible.
- Institute a policy to turn off lighting and appliances in unoccupied rooms.
- Conserve water with an energy efficient dishwasher, keep showers to 15 minutes or less and use water-conserving irrigation systems.

By Committing to Toxics Reduction

We will reduce the use of toxic materials to protect employee health and the environment. Specifically we will:

- Continue purchasing low to non-toxic janitorial cleaning products made using plant-based and naturally derived ingredients.
- Phase out non-compostable disinfectant wipes
- Switch to recycled content products, materials and supplies when available.

- Recycle universal wastes (electronics, batteries, fluorescent light tubes, used motor oil) and prohibit purchasing materials that may lead to hazardous waste generation.

By Committing to Environmentally Preferable Purchasing

We will purchase/use the following:

- Remanufactured and refillable toner cartridges.
- We will phase out our high quality printer paper, and will replace it with 100% recycled paper or FSC Certified with at least 30% Post Consumer Waste
- We will phase out Costco paper towels and replace them with paper towels that the NV Green Business Network recommends.
- Products with the least packaging (no plastic, polystyrene or aerosol packaging).
- LED lighting and Energy Star appliances and electronics.
- Water efficient toilets, showerheads and faucet aerators.

By Committing to Conserve Fossil Fuels

We will conserve fossil fuels by –

- Promoting carpooling
- Opting for digital meetings over in-person meetings

By Committing to Employee Education

We will educate employees on resource conservation and pollution prevention through –

- Maintaining knowledge of proper recycling through Waste Management
- Following sustainability practices shared by KTMB and Urban Roots

By Committing to Environmental Stewardship

- Through the course of our work, we will endeavor to promote these policies to other companies, organizations and individuals.
- Community-based volunteerism that supports environmental stewardship at least twice per year

Kyle Young

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03-22-2022

Authorized Representative/Owner, Name and Signature

Date