

evolveEA::Green Manual

Policies, Provisions and Practices for a Sustainable Workplace



Contents

1. Executive Summary	3
2. CEO Written Support of Sustainable Initiatives	4
3. Core Sustainability Guidelines	5
4. Environmentally Preferable Purchasing	5
5. Energy Strategy and Improvement Plan	6
6. Telecommuting and Flextime	6
7. Alternative Commuting	7
8. Waste Reduction	7
9. Energy Star for New Appliances	7
10. Individual Heaters and Fans	7
11. No Idling	7
12. Recycling	7
13. Regarding Bottled Water	7
14. Company Car Rental	8
15. Construction	8
16. Social Responsibility	8
Addendum A: Energy Strategy and Improvement Plan	9

1. Executive Summary

evolveEA is a firm that focuses on sustainability in the built environment. As such, it was deemed prudent by the company's owners and staff to formalize internal policies and practices revolving around sustainable operations. This manual is meant to serve as a guide to employees of evolveEA in keeping green practices at the forefront of daily procedures.

The manual addresses key areas of our daily operations such as the energy we use, materials we purchase, and waste we produce. Also outlined in the manual are guidelines for social responsibility in our purchasing and in which organizations we choose to partner with or support.

The provisions set forth herein will be followed by all staff as well as owners. Each employee, upon hire, will review this document and agree to follow the policies within it.

The owners of evolveEA must approve any future changes or updates to this manual in full.

2. CEO Written Support of Sustainable Initiatives

As Principals of evolveEA, we feel that sustainability and environmental initiatives are of great importance to all organizations. It is particularly important to us, however, because our business focuses on helping others navigate a course through their own sustainability goals. By working with people, processes and places, we strive to reduce the impact on the environment both in what we do internally and in our professional interactions. It is our sincere intention to mindfully implement the policies set forth in this manual and conduct our business in a way that is conscious of future generations.

Sincerely,



Christine Mondor, AIA, LEED AP
Principal



Marc Mondor, AIA, LEED Faculty
Principal

3. Core Sustainability Guidelines

Because our mission at evolveEA is to promote sustainability through the design of places, processes and organizations, we believe that striving to meet ambitious sustainability goals as a company is of profound importance. The following guidelines outline our primary goals for operating as a sustainable organization:

- a) To maintain carbon-neutrality
- b) To be supplied 100% by renewable energy
- c) To reduce office waste, and divert as much waste as possible for recycling, reuse, and composting
- d) To continually look for areas of potential improvement in our operations
- e) To encourage and support efforts by individual staff members toward sustainable living at work and home

4. Environmentally Preferable Purchasing

evolveEA is proud to support other sustainable businesses through the purchase of environmentally conscious products to be used in our daily operations. These include *Ongoing Consumables* like cleaning supplies, paper, light bulbs, and other office supplies, as well as *Durable Goods* like furniture and appliances.

For Ongoing Consumables, our goal is to have at least 80% of purchases (by cost) meet one or more of the following criteria where practicable:

- o 10% postconsumer or 20% postindustrial material
- o 50% rapidly renewable material
- o 50% materials harvested and processed or extracted and processed within 500 miles of our location
- o 50% Forest Stewardship Council Certified (FSC) product
- o Batteries are rechargeable (required)

For Durable Goods, our goal is to have at least 40% of purchases (by cost) meet one or more of the following criteria where practicable:

- o Energy Star labeled (for products that are eligible)
- o Regionally manufactured (within 500 miles of Pittsburgh)
- o Recycled or salvaged (at least 50%)
- o FSC Certified

Purchasing preference considerations should also be given to socially responsible products and businesses. This includes fair-trade and/or local food and beverages for company events and preference for purchasing from Benefit Corporations (B Corp) whenever possible. Please refer to the following resources for

guidance on environmentally preferable products and socially responsible businesses:

- *Office supplies*
<http://www.staples.com/ecoeasy>
<http://www.officedepot.com/buygreen>
<http://www.thegreenoffice.com>
- *Appliances and electronics*
www.energystar.gov/products
- *B Corp Directory*
<http://www.bcorporation.net/community/search>

5. Energy Strategy & Improvement Plan: Carbon Neutral Policy

We have taken a strategic approach to reducing our emissions, which started with quantifying what they are, and where they come from. In performing our Greenhouse Gas Inventory, we have broken down our energy profile by end-use, and found that business travel and electricity usage make up the majority of our emissions.

At evolveEA, our goal is to maintain carbon neutral operations. To do so, we will measure and report our operations' carbon footprint on a biannual basis. The policies within the green manual will be reflective of ongoing improvements or changes in practice resulting from this review. See the *Energy Strategy and Improvement Plan Addendum A* for more information.

6. Telecommuting and Flextime

evolveEA's standard work schedule is 40 hours per week and eight hours a day unless otherwise established. The work week begins Monday and ends on Friday. Office hours are 8:00am to 5:00pm.

It is recognized that when employees are empowered to telecommute and/or use flextime, it can lead to a number of benefits including reduced rush hour traffic, improved local air quality, and the reduction of the company's greenhouse gas inventory. With Principal approval, employees may take advantage of telecommuting or flex-time work arrangements. To support this, evolveEA employees are provided with portable computers and access to company servers from any location. Additionally, employees can video-conference in to any meeting at evolveEA's office that they cannot attend.

The needs of evolveEA will take priority in arranging telecommuting or flex-time schedules, but employees are encouraged to approach Principals with proposals for flextime

and telecommuting schedules as needed. Examples of how this has worked in the past include allowing employees to work four 10-hour shifts per week, thus saving one round-trip commute, and allowing employees to perform work from home offices when needed.

7. Alternative Commuting/Transit

evolveEA encourages employees to use alternative commuting means of travel to and from work and on official evolveEA business. Employees who commute by bus are eligible for company-purchased tickets or bus passes. Employees who commute by bikes over 60% of their evolveEA trips are eligible for a small stipend to be given on a monthly basis, with the amount not to exceed \$20 per month. Alternative transit includes cycling, carpooling, and use of public transportation.

8. Waste Reduction

The following practices should be adhered to in order to reduce office waste:

- Use of reusable dishes and flatware, minimizing the use of disposables
- Separation of compostable and recyclable items (see section 12)
- Reuse of one-sided prints and copies as scrap paper
- Reuse of containers and cartons whenever possible

9. Energy Star for New Appliances

Any appliance or electronic office equipment purchased for evolveEA use that qualifies for an Energy Star category shall be Energy Star compliant, and preference for more energy efficient products must be exercised when ordering new equipment.

10. Individual Fans and Heaters

Several small fans are available in the office, as we encourage staff to use these rather than the central air conditioning. In the spring and fall seasons, it is preferred not to turn on the building's cooling system but rather to save energy by using smaller appliances for specific areas of the office whenever possible. When the central HVAC unit is in operation, these individual units shall be turned off. Use of individual heaters is discouraged.

11. No Idling

Although evolveEA does not meet the signage requirements of PA Act 124, it will post, at minimum, one sign to alert drivers of subject vehicles of idling requirements. Vehicles idling in the alley near our office entrance should be asked to reference the sign, and turn off their engines while waiting to load or unload.

Vehicles operated by evolveEA shall not idle for more than 5 minutes when not in use. Wasting gasoline is not advisable environmentally or economically.

12. Recycling

evolveEA separates all recyclable plastics, metals, and paper from other waste. This material is collected regularly and placed in the recycling dumpster outside the building. We also collect compostables, which are disposed of by the Principals.

13. Bottled Water

The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money. To this end, evolveEA staff are urged to use tap water and conditioned drinking fountain water, and to avoid purchasing bottles when possible.

14. Company Car Rental

If business travel requires the use of a rental car, preference should be given to fuel efficient vehicles such as hybrid model cars.

15. Construction

In evolveEA's relatively young history, the company has occupied only one office space. This space was customized and renovated according to the USGBC's LEED standards (although the space is not officially certified). As a matter of company policy, any future office space will also adhere to the most current basic LEED certification standards for its building type, and any construction on our office spaces must be in accordance with LEED's clean construction standards. This includes minimizing construction waste, recycling old materials and appliances, and meeting indoor environmental quality standards related to construction.

16. Social Responsibility

Community Service

Civic engagement and community service are evolveEA traditions and are encouraged as a way to further strengthen our mission even while outside the workplace. A reasonable amount of non-paid time off, or flexibility in work hours may be requested in advance for situations where a service commitment interferes with a staff member's work schedule.

Non-profit Partnerships

Employees of evolveEA sit on multiple non-profit boards including Green Building Alliance, AIA, Grow Pittsburgh, and

Conservation Consultants, Inc. In addition, evolveEA provides promotional support (primarily in the form of social media posts and public mentions) to non-profit organizations whose missions coincide with evolveEA's commitment to sustainability. On occasion, evolveEA will consider pro-bono projects when scheduling allows.

Giving

Financial donations to socially responsible organizations help to build a more resilient community. evolveEA commits to financially supporting aligned organizations through sponsorship, membership, or in-kind donations. Selection of organizations and amount of donation is at the discretion of the Principals, but employee input and recommendations are encouraged.

Addendum A: Energy Strategy and Improvement Plan

At evolveEA our short term goal is to maintain carbon neutral operations. To do so we have reduced our energy usage as much as practicable through numerous efficiency improvements, continue to purchase 100% in-state, Green-e Certified Renewable Energy Credits (RECs) for all of our electric usage (Scope2), and buy Carbon Offsets for 100% of our Scope 1 and Scope 3 emissions. We aim to reduce the absolute emissions that result from our operations as a first priority, and then buy offsets and RECs for the rest. Due to the deregulation of the electricity markets beginning in 2011, we have begun sourcing our electricity through Viridan, an energy service company that provides wind energy at comparable rates to grid-average electricity.

- *Air Travel*
Because our baseline air travel of 42,330 miles resulted in 3.15 tonnes eCO₂ and 37% of our carbon emissions, we have decided to take measures to reduce it by 20%. We have instituted a travel policy whereby we judge each potential travel opportunity, and have set up an advanced teleconferencing system to enable us to be part of the meetings that are not absolutely necessary for us to attend. Given the decrease in the distance we need to travel for our current long-distance clients, this reduction goal is well within reach.
- *Car Travel*
Our base-year business travel by car resulted in 1.65 tonnes eCO₂ and 20% of our carbon emissions. As part of our newly-instituted travel policy, we are aiming to reduce our car travel emissions by 20%. In addition to using our teleconferencing system for all meetings in which our attendance is not required, we also are providing all employees with free bus passes for business travel in and around Pittsburgh. This 20% reduction may prove more difficult than that for air travel due to transit cuts and an increasingly larger geographic list of regional clients.
- *Energy*
We have broken down our energy usage by end use, and have a detailed understanding of the amount of fuel used, its usage requirements, and the technology used to meet those needs for all emissions categories. For example, we know the amount of natural gas used to heat our office, we know what type of furnace we have, and we know how much gas was used to provide the heat. With electricity, we know how much we used, we know the needs being filled and we know the technology—we have inventoried all of

our electronic equipment, so we know roughly how much was used by each piece of equipment to meet each need. We identified wattage information and made assumptions about annual usage times with the knowledge that supply equals demand—the amount of electricity that we paid for is the amount that all of our equipment used.