

## Section 7 – General Policies

---

### 7.1 Environmental Responsibility Policy

#### Intent

The employer promotes and maintains environmentally responsible practices for the benefit of our employees, customers and the communities in which we operate. We will conduct and grow our business in a manner that respects the environment and strive to protect and conserve our world's natural resources.

#### Scope

This policy applies to all employees and corporate operations always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to environmental responsibility. Where a Collective Agreement is silent on the issue, this policy shall dictate the requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

#### Guidelines

The employer is working towards continued improvement through the development of programs designed to address the environmental cost and impact of our activities, facilities and services. We will:

- Comply with applicable regulations and standards in the industry;
- Support pollution prevention and minimization programs in the workplace;
- Use materials and energy efficiently to conserve natural resources;
- Minimize the emissions that contribute to climate change;
- Cooperate and develop relationships with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment;
- Review environmental objectives and monitor performance, so that we can properly assess our strengths and weaknesses, and address them accordingly.

The employer recognizes that every action taken in the workplace can have an environmental impact. We will strive to create an eco-friendly workplace that will benefit our employees, guests and the community around us. To lessen our environmental impact and to increase our efficiency, save electricity, reduce waste and greenhouse gases, and fulfill our responsibilities to the environment, the employer will develop and implement environmental measures and initiatives such as:

1. Whenever possible, all documents shall be printed on both sides, using recycled paper. This will reduce our paper usage, conserve energy, and save waste.
2. Hold paperless meetings by utilizing technologies such as 'go to meeting' and material display and review via projector instead of handouts.
3. Partner with suppliers and companies that are environmentally friendly.
4. Use an automated time reporting and paperless payroll system.



5. Refill our printer cartridges, rather than purchase new ones.
6. Diligently recycle all paper, cardboard, glass, tins, PCs, and recyclable plastics.
7. Ensure that computers are turned off at the end of the day, and if not possible, turn off monitors as they consume the most energy.
8. Purchase energy efficient equipment.
9. Replace antiquated office equipment with EPA energy star compliant equipment.
10. Use hand dryers in restrooms, rather than paper towels.
11. Create a wireless office.
12. Purchase environmentally friendly office supplies.
13. Minimize the use of hazardous chemicals, and whenever possible, switch to greener alternatives.

These are simple actions that when employed on a regular basis, can create a huge impact, but it will take all employees working together to make this happen.