

GreenIT Policy

PURPOSE

This document describes B2Life's policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

The **B2Life's** environmental policy establishes the following important commitments:

- Compliance with all national & local environmental laws and regulations, implementing any changes as quickly as possible.
- Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.
- Reduce the environmental impact of staff's commuting to and from work, and providing facilities to encourage use of environmentally friendly transport options.

All B2Life's employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in this policy.

Policy

B2Life is committed to protecting public and planet health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission as stewards of preservation.

We strive to be a leader among our industry and community in achieving environmental excellence and will work with our employees and other internal and external entities to establish and follow principles, in conjunction with the Environmental Policy, that will guide B2Life's environmental practices.

B2Life's guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Conserve energy and other natural resources
- Encourage employees to use mass transit
- Reduce, reuse, and recycle to reduce waste
- Minimize the production of hazardous waste
- Adopt green procurement practices
- Ensure all employees complete environmental awareness training
- Continue to review and minimize the impacts of our activities

Responsibilities

a) Energy Conservation

Employees shall:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every workday.
3. Turn off office power outlets at the end of every workday.
4. Activate the power down features on your computer and monitor to enter a lowpower or sleep mode when not in use.
5. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
6. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Utilize videoconferencing and conference calls as an alternative to travel when possible.
8. Limit the use of space heaters.

b) Reduction of Materials Consumption

Employees shall:

1. Avoid using paper by distributing and storing documents electronically.
2. Print and photocopy only what you need and double side your jobs when possible.
3. Tell staff and colleagues that you prefer double-sided documents.
4. Use the back side of old documents for faxes, scrap paper, or drafts.

c) Reduce Fossil Fuel Consumption and Air Pollution

Employees shall:

1. Ride mass transit or other alternative forms of transportation, whenever possible.
2. Use carpools or vanpools, when possible, over single use cars.

d) Minimize Waste and Increase Recycling

Employees shall:

1. Use durable reusable beverage containers, plates, and utensils.
2. Reduce the amount of toner in documents that will be printed when possible.
3. Print documents in black and white or grayscale whenever possible.
4. Recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges wherever possible. Plans for implementing such recycling will be developed alongside other site projects.
5. Donate used furniture and electronics through local community outlets.

e) Minimize Toxics and Hazardous Waste

1. Do not pour toxic or hazardous substances down the drain.
2. Reduce the use of toxic chemicals and use less toxic alternatives wherever possible.
3. Do not use or purchase mercury or mercury-containing equipment, unless approval has been obtained.
4. Purchase chemicals in the smallest quantities needed to avoid over-ordering.
5. Dispose of hazardous chemicals appropriately and in accordance with local guidelines.

f) Commitment to Green Purchasing

Employees shall:

1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content.
2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain biobased content whenever possible.
4. Identify computers and monitors with environmental attributes and purchase computers and monitors that cause the least negative impact to the environment.

g) Increasing Awareness of B2Life's Impact on the Environment and Public Health

All employees are required to complete an environmental awareness training course. The course will be determined and provided for by B2Life with the first year of this policy plan.