



# **Virtual Office Stewardship Policy**

Soly

# Virtual Office Stewardship Policy

## **Purpose**

The purpose of this policy is to encourage employees to address their home office practices and consider making changes that not only decrease their environmental footprint but also help ensure that they take care of themselves. Soly strives to be a leader in the B Corp movement through progressive office practices by taking the environment into consideration in everything we do.

Ultimately, we are an organisation made up of all our employees, so we are all obligated to consider the environment in every action we take. We are now working from home more than ever, and virtual offices are a new part of our working life. That being said, it is essential to take care of ourselves and our environment when working from home.

We encourage Soly employees to minimise their home office waste, recycle, adopt energy-efficient practices, and purchase from environmentally preferred suppliers.

## **Recycling**

- Minimisation of paper used in the home office, and opting for online documents
- Purchasing of recycled paper
- Reducing, reusing, and recycling paper products whenever possible

## **Energy and Water**

- Purchasing of a solar system through Soly
- Switching to a green energy supplier in case the employee's roof isn't suitable for solar
- Implementation of low-flow appliances such as showerheads and taps
- Use of energy-efficient lighting, monitors, tea kettles, coffee machines, among other home appliances
- Reduction of energy consumption at home by turning off lights, reducing heating, and unplugging appliances

## **Office Supplies**

- Reduction of non-essential office supplies such as paper, post-it notes,
- Utilisation of supplies (computers, printers, phones) that are CO2 intensive to produce until their end-of-life
- Evaluation of the environmental impact of new products
- Purchasing of environmentally friendly and sustainable products whenever possible, or products produced by B Corps

## **Cleaning & Maintenance**

- Utilisation of environmentally friendly cleaning products (<https://www.ecover.com/>)
- Proper Disposal of electronic waste and other dangerous substances purchased

## **Meetings**

- Holding of (more) virtual meetings to reduce CO2 emissions
- Electing to take public transport or alternative forms of transport when meeting in person
- Limitation of business travel, and offsetting the emissions associated with the economy-class seat

As a B Corp, it is our duty to consider the environment and our community with every action we take. We encourage our employees to adopt this mindset and apply it to every part of their life, from the food they consume to the companies they invest in. Above all, we hope to make a positive impact on the climate through our initiatives.

## **Resources**

Environmentally Preferred Office Supplies Vendors:

- <https://paperontherocks.com/>
- <https://www.ecover.com/>
- <https://www.pricewise.nl/energie-vergelijken/>
- <https://greenminds.eu/en/>
- <https://www.greenpicks.de/en/office-supplies-stationery/>
- <http://www.tinymiracles.com/>

## **Green Virtual Office Resources:**

- <https://theattic.london/2018/04/11/top-tips-sustainability-in-the-office-including-your-home-office/>
- <https://www.duurzameprinters.com/duurzaam-thuiskantoor-5-onmisbare-tips/>
- <https://www.hartvanenschede.nl/nieuws/algemeen/33224/van-woonruimte-naar-thuiskantoor>
- <https://biofriendlyplanet.com/green-alternatives/sustainable/7-tips-to-create-a-green-and-sustainable-homeoffice/>
- <https://www.stewardshippartners.org/good-stewardship-at-your-home-office/>



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Certified B Corp organizations meet the highest standards of social equity, environmental performance, public transparency and moral accountability to balance profit and mission. This is how we help build an inclusive and sustainable economy.

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