



THE KASTROP GROUP, INC.
ARCHITECTS

Designing for Your Reality

Environmental Policy Statement

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

1. Reduce, Reuse and Recycle
2. Purchase environmentally-friendly products
3. Conserve energy, water and natural resources
4. Practice Green Business policies on checklist

Reduce, Reuse and Recycle

- Strive to increase waste diversion by recycling all paper, bottles and cans AND composting all food and landscape waste.
- Reduce the waste generated by donating reusable office items (furniture, stationery) to charitable organizations.
- Abstain from purchasing any bottled water.

Toxics Reduction

- Dispose of or recycle toxic products safely.
- Choose less toxic janitorial cleaning products.
- Recycle waste lamps, batteries, aerosol cans and other universal waste.
- Batteries – purchase rechargeable batteries when possible, properly dispose of used batteries.
- Lamps – Purchase LED bulbs when possible.

Environmentally Preferable Purchasing

- Remanufactured toner cartridges.
- Office & toilet paper with 35%-100% recycled content (or tree free paper).
- Products with least packaging (no plastic, polystyrene, aerosol packaging).
- Energy Star rated appliances and office equipment.
- Most water efficient toilets, urinals, showerheads and faucet aerators.

Conserve

- Promote the use of public transit.
- Offer telecommuting options.
- Participate in spare-the-air campaigns.
- Encourage construction using U.S. Green Building Council or LEED Green building standards.

Employee Education

- Host only zero waste events i.e. ensuring that no waste is generated during company picnics, meetings.
- Train employees on proper recycling & composting practices, resource conservation ideas, and the importance of low-toxic purchasing, etc.
- Offer incentives to encourage environmentally-preferable practices.
- Inform employees of environmental issues in company newsletters, training material and staff meeting discussions.

Signature: _____ **Date** _____