

Home Office Policy

Because we are an all-virtual business with a desire to champion environmental stewardship, we have developed this policy to encourage employees to manage their home offices in the most sustainable ways possible.

- When products must be purchased for your home office, please consider the environmental impact of the purchase, including the packaging. For example, consider recyclable or compostable mailers, products that limit packaging, environmentally friendly office furniture, compostable trash bags, and natural cleaning products. Avoid single-use plastics if at all possible. We have moved to an almost paperless office, but when paper printing is needed, use recycled paper and [recycled ink cartridges](#) and/or soy-based ink (if available), and print double-sided and with black ink when possible.
- Use LED or energy-efficient lightbulbs, turn off lights when not in use, and unplug electronics not in regular use or at night. Using [smart power strips](#) and [smart plugs](#) can make this easier. We encourage minimizing heating and cooling to the extent possible (recommendation: 67 for heating and 74 for cooling). Using energy-efficient thermostats are helpful with this. You can also check with your current electricity supplier to see if they provide green energy options. (One source for cleaner electricity is [Acadia Power](#).) A great way to begin the process of creating an energy-efficient office is by getting an energy assessment (audit) to determine the most cost-effective improvements for a home. Many providers have a program for doing this (for example [Georgia Power's Home Energy Improvement Program](#).)
- We encourage the recycling of paper and other waste, though business paper should be shredded. If you are using an inkjet printer at home, be sure and return the empty cartridges to the store of purchase so they can be recycled. It is sometimes possible to use refillable cartridges instead.
- Consider charging your office's USB devices with solar power. This is an inexpensive green transition that can help save energy, particularly for charging devices that are constantly plugged in while not in use.
- Electronics that must be disposed of should be wiped clean of all data and taken to a local electronics recycling facility, rather than thrown in the trash. Most household batteries are not considered hazardous waste, but lithium batteries must be disposed of at a hazardous waste facility or during a local hazardous waste collection event.
- [Studies](#) have shown that having a plant in your home office can improve air quality there.

- Because we are an all-virtual company, mailing is a necessity; however, we will reduce the need for this when possible, and when it is required, we will attempt to use recycled and recyclable packaging.
- As a business, we will avoid purchasing excessive marketing materials and gifts; however, when we do purchase such items, we will order the most environmentally friendly and humanely made items we can.
- While many of our events will be online, when we do hold in-person events, we will attempt to use local venues, foods, and caterers; avoid single-use utensils and other items; and encourage ride-sharing.
- Because of the large carbon footprint caused by travel, we will attempt to reduce work-related trips to a minimum, although we understand that some travel will be required.