



## Policy: Environmental Conservation

**ChildNet Number:** CN 002.025  
**Original Approved Date:** November 19, 2010  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s):** ASE 1.04

### Statement of Policy:

ChildNet strives to reduce the impact the agency has on the environment through conservation of energy and resources.

**Definitions:** None

**Board Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

11/19/10



## **Procedure: Environmental Conservation**

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**COA Standard(s): ASE 1.04**

### **Statement of Procedure:**

ChildNet recognizes the importance of conserving natural resources, and looks for ways to reduce the environmental impact of its daily operations.

### **Purchasing:**

ChildNet makes an effort to identify and purchase environmentally friendly alternatives to supplies and services being used for its daily operations when it is cost effective and possible to do so. This includes, but is not limited to:

- a. Identifying the end of product life recycling or disposal when purchasing a product (e.g., recycling used toners).
- b. Considering the environmental impact of the commodity or service to be acquired (e.g., selecting a shredding company that recycles the paper).
- c. Giving preference to supplies that have a positive impact on the environment whenever available and cost-justified (i.e. cleaning supplies with reduced toxicity, recycled paper, Energy Star rated equipment, low energy use lighting, and using locally sourced materials).

### **Reuse and Recycling:**

ChildNet's buildings are equipped with recycling bins for recycling paper, glass, aluminum, and plastic.

Employees are encouraged to utilize both sides of paper, print only necessary documents, and utilize paperless technologies whenever possible (e.g., email, electronic documents).



### **Vehicle Usage:**

All ChildNet vehicles undergo regular preventive maintenance (see CN 002.009). Regular preventive maintenance benefits the environment by helping to preserve the life of the vehicles, improving fuel efficiency, and decreasing fuel consumption and emissions.

### **Energy and Resource Efficiency:**

Employees are to turn off computers, monitors, printers, and other equipment overnight whenever possible.

Teleconferencing should be used whenever possible.

Employees are to turn off lights in rooms that are not being used, such as offices, training rooms, and conference rooms.

### **Educating Employees:**

Employees are informed on how they can contribute to reducing their consumption of resources to save energy, conserve resources, and improve the environment, and are encouraged to do so. This includes, but is not limited to, utilizing ChildNet's recycling program, reducing waste by minimizing paper use, and conserving energy by turning off lights and office equipment when not in use.

### **Policy Owner: Chief Financial Officer**

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11-30-10