

# Virtual Office Stewardship

New Kind recognizes that we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our impact on the environment, as a business and as individuals.

## Our Responsibility

With this virtual office environmental stewardship policy, we are all encouraged to implement good practices in our home offices.

- + Reduce the amount of energy and water used as much as possible
  - Make use of natural light
  - Turn off/unplug electronics when not in use
  - Use energy-saving settings on electronic devices
  - Adjust thermostat with energy consumption in mind
- + Consider the sustainability and energy consumption of new products and furnishings when making purchasing decisions and favor more environmentally friendly and efficient products, including pre-owned, wherever possible. Take into account the distance a product will travel to reach your doorstep.
- + Reuse and recycle everything you are able to. Look to Zero Waste and Buy Nothing community groups for ways to extend the life of materials, keeping them out of landfills.
- + Minimize the use of paper and purchase recycled and recyclable paper products when needed
- + Use non-toxic cleaning supplies
- + Safely dispose of e-waste and other hazardous materials such as batteries and paint
- + Kitchens have become extensions of our home workspaces. Choose reusable or compostable over single-use items, minimize food waste, and consider composting at home, through your county, or through a local service.