

# Green Policy

## A. Purpose

This document describes ClinBAY's policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

## B. Background

In 2021, the ClinBAY CEO created the Green Policy to officially declare a commitment to the protection of the environment and responsible use of natural resources. As proactive keepers of public health and the environment, the ClinBAY team embraces pollution prevention and sustainable development while continually seeking to reduce resource consumption.

The ClinBAY Green policy establishes the following important commitments:

- Compliance with all EU, and local environmental laws and regulations
- Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.
- Reduce the environmental impact of staff's commuting to and from work and promote the use of remote working.

All ClinBAY employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in

this policy.

## **C. Policy**

ClinBAY is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable EU laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission. We strive to achieve environmental merit and will work with our employees and other internal and external entities to establish and follow principles.

The ClinBAY guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations.
- Conserve energy and other natural resources. • Encourage employees to use mass/shared transit where possible.
- Reduce, reuse, and recycle to reduce waste.
- Minimize the production of hazardous waste.
- Adopt green procurement practices.
- Ensure all employees complete the environmental awareness training
- Continue to review and minimize the impacts of our activities.
- Promote remote working where feasible.

## **D. Responsibilities**

### **a. Energy Conservation**

Employees shall:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, screens, speakers, and other office equipment at the end of every workday.
3. Turn off your power strip at the end of every workday.
4. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use.
5. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
6. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Use the stairs when possible.
8. Utilize videoconferencing and conference calls as an alternative to travel when possible.
9. Limit the use of space heaters.
10. Use air-conditioning in a responsible manner when absolutely necessary.

### **b. Reduction of Materials Consumption**

Employees shall:

1. Avoid using paper by distributing and storing documents electronically.
2. Print and photocopy only what you need and double side your jobs when possible.
3. Tell staff and colleagues that you prefer double-sided documents.
4. Use the back side of old documents for scrap paper, or drafts.

### **c. Reduce Fossil Fuel Consumption and Air Pollution**

Employees shall:

1. Ride mass transit or other alternative forms of transportation, whenever possible.
2. Use carpools or vanpools, when possible, over single use cars.
3. Telework two days a week, if possible.

### **d. Minimize Waste and Increase Recycling**

Employees shall:

1. Use durable reusable beverage containers, plates, and utensils.
2. Reduce the amount of toner in documents that will be printed when possible.
3. Print documents in black and white or grayscale whenever possible.
4. Recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges. Plans for implementing recycling additional to paper and plastic will be developed by the ClinBAY Green Team.
5. Donate used furniture and electronics.

### **e. Minimize Toxic and Hazardous Waste**

1. Do not pour toxic or hazardous substances down the drain.
2. Do not use or purchase mercury or mercury-containing equipment unless approval has been obtained.
3. Purchase chemicals in the smallest quantities needed to avoid over-ordering.
4. Dispose of hazardous chemicals appropriately.

**f. Commitment to Green Purchasing**

Employees shall:

1. Purchase copier and printer paper that contains recycled content.
2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain biobased content whenever possible.
4. Purchase Energy Star office equipment.
5. Use the Electronic Product Environmental Assessment Tool (EPEAT) to identify computers and monitors with environmental attributes and purchase computers and monitors with at least a bronze rating.
6. Purchase quality furniture and electronics that are no longer needed through the Property Utilization Branch.

**g. A General increase in awareness of ClinBAY's Impact on the Environment and Public Health**