

## Holland Construction Services Sustainability Statement & Policies

*“All individuals have a responsibility to act as stewards of the natural environment, undertaking to make sustainable choices with regard to personal movement and consumption.”*

### **Corporate Commitment:** (O1.3)

- Holland Construction Services has chosen to enact changes in the daily operation of our business which will minimize our impact on the environment. By the suggestion of Management, we have joined the “St. Louis Green Business Challenge” which will establish our current baseline, our “green” initiatives, and will measure our progress. To spearhead our efforts we have established a “Green Team” that will meet at least once per quarter to manage our sustainability initiatives. Other corporate members of the Challenge will be an additional resource to assist us in our implementation efforts. Financial resources will be made available to implement the recommended initiatives.

### **Sustainability Guidelines:** (2.1)

- As a company it is our desire to consider the environment with everything we do. Following are specific policies to be implemented on a daily basis in order to reduce our carbon footprint.

### **Green Purchasing Policy:** (4.1)

- When contemplating a purchase of any type, for any use, we will consider eco-friendly products made from recycled and organic materials.

### **Energy Reduction Goal:** (E1.2)

- We have established an energy reduction goal of at least 10% for our office location. Several methods of reduction were considered during the design and remodeling of the office such as: zoned controlled HVAC system with programmed set-backs, energy efficient light fixtures, occupancy sensors and energy star appliances. Additional day-lighting was used to minimize the need for higher levels of artificial light. In addition to these changes we ask that all employees conduct themselves with energy reduction in mind.

### **Equipment Purchasing Policy:** (E3.2)

- All purchases of office equipment must carry an Energy Star rating. This applies to copiers, printers, appliances, maintenance equipment, and the like.

### **Computer Power Reduction** (E3.3)

- It is our desire to reduce the consumption of computer power in two ways:
  1. All computers should be reprogrammed to go into sleep mode after 10 minutes of non-use. All screen savers usage should be discontinued.
  2. For those employees that do not access the computer system during the night or on the weekend, we ask that your computers and monitors be “powered-off”.

### **Elimination of Workstation Appliances** (E3.6)

- We have installed a multi-zoned HVAC system that will resolve concerns of temperature differential. In order for it to function properly and efficiently all supplemental heating and cooling appliances must be removed. We will work with you to minimize any discomfort you may have.

### **Smoke Free Work Place** (I2.2)

- Our office building is a “smoke-free” work place. In addition, we have designated smoking zones that are a minimum of 25 feet away from entrances and air vents.

**No Idling Plan (I2.4)**

- The loading zone is located on the west side of the building at the northwest corner. All vehicles loading or unloading must turn off their vehicle. Also all passenger vehicles are encouraged not to idle.

**Purchasing Policy re: low-emitting materials (I3.3)**

- The purchase of all carpet, furniture, paint, cleaning products, etc... must be low-emitting materials (VOC's, formaldehyde). This policy will contribute to higher internal air quality.

**Recycling Policy (W2.1)**

- It is our desire that all waste paper, plastic and metal be recycled. We have placed bins at all workstations and copy stations for the convenience of paper recycling. Bins for plastic and metal are provided in the kitchen closet. All paper containing vital company information must be shredded. We have an agreement with Silver Creek Recycling to remove our recyclable paper products on a weekly basis. All other recyclable products will be taken to the local depository in Fairview Heights.

**Paper Reduction Milestones (W3.2)**

- By July 1, 2011 it is our goal to reduce paper use by 10%. The use of digital documents is highly encouraged. In the event that you must have hard copies of specific documents, dual sided copies should be used. The large printers will be formatted to print dual-sided. If single-sided documents are needed, that specific print requirement must be set-up.

**Food Service Policy (W7.1)**

- In order to minimize the generation of paper and plastic waste we have purchased re-usable plates, cups and utensils and have installed a dishwasher. The use of paper plates and plastic utensils is discouraged in order to attain a reduction of allowing only 20% non-recyclable disposables.

**Local Food Suppliers (W7.3)**

- In the event that the company is providing food for an office meeting, lunch or gathering, we should consider it to be purchased from a vendor within a 10 mile radius.

**Bottled Water Policy (W7.8)**

- Bottled water will no longer be provided by the company. We encourage the use of reusable cups, re-usable water bottles and tap water.

**Water Policy (WT1.1)**

- In order to reduce our office water consumption we have installed water closets with a dual flush system. It is our desire that these fixtures are used as designed; press (1) for liquids or (2) for solids. If "grey" water remains after the initial flush, do not flush a second time.

**Virtual Meetings (T1.6)**

- In order to eliminate unnecessary travel to meetings we encourage all employees to utilize the virtual meeting component of our phone system.

**Car Rental Policy (T3.1)**

- It shall be the policy of the company that all car rentals for business-related travel be fuel-efficient or hybrid vehicles.