



Sustainability: Strategies and practices intended to meet the needs of the present without compromising the ability of future generations to meet their own needs.

SCI's Environmental Sustainability Mission Statement: SCI is committed to corporate social responsibility by promoting a culture which encourages sustainable practices, decisions, and recommendations and incorporates them into daily operations. We believe sound environmental stewardship will benefit our communities, our employees, our clients and our company.

Supporting Objective: We accomplish internal sustainability by incorporating programs to conserve natural resources and reduce environmental impact, while increasing employee awareness.

Supporting Objective: We accomplish external sustainability by providing recommendations to our clients that include options for the use of environmentally mindful and low-impact procedures or products on their projects.

SCI Sustainability Guidelines:

1. SCI's Sustainability Guidelines are updated and revised as needed by a Green Team co-chair, and the most current document is accessible to all employees on SharePoint.
2. SCI allows the opportunity for qualified employees to gain LEED certification.
3. SCI's sustainability efforts are overseen and endorsed by an officer of the company.
4. SCI dedicates resources to support the Green Team's sustainability efforts when the budget allows.
5. SCI will maintain its status as a U.S. Environmental Protection Agency WasteWise Partner by annually reporting waste reduction and recycling activities. The Green Team posts the results of Waste Reduction Activities (EPA Climate Profile) annually on SharePoint.
6. SCI only purchases appliances that meet ENERGY STAR ratings, whenever possible.
7. SCI keeps all buildings smoke free. Smoking is not allowed within 25 feet from all entrances and air vents.
8. SCI only purchases low-emitting materials (VOCs, formaldehyde) for carpets, furniture, paints, and cleaning products, whenever possible.
9. SCI maintains an agreement with Universal Business Supply or other designated agency to gather and quantify (in pounds) the amount of waste/trash generated at each pickup site.
10. SCI maintains a recycling policy for paper, toner, aluminum, and plastic and will continue to coordinate the pickup of these materials with Universal Business Supply or other agency.
11. SCI encourages the use of a container designated as a recycling bin for paper at desk of all employees.
12. SCI endorses the use of an environmental reminder on email signature lines, when possible.

13. SCI circulates documents electronically whenever possible, significantly reducing the amount of paper-based memos and faxes.
14. SCI purchases recycled paper content for letter paper, envelopes, note pads and paper towels when cost-effective.
15. SCI recycles cell phones, rechargeable batteries, used printer cartridges and alkaline batteries.
16. SCI donates or recycles old computers and other large electronics.
17. SCI does not endorse the purchase disposable Styrofoam cups, unless absolutely necessary. – THE GOAL HERE: No polystyrene used!
18. SCI stocks reusable items such as real plates, mugs, water pitchers and silverware in all break rooms.
19. SCI purchases reusable coffee mugs and plastic cups for all employees.
20. SCI participates in RideFinders to help staff find carpool partners.
21. SCI allows employees to telecommute or use flex-time when feasible.
22. SCI uses conference calls often to help reduce commuting between offices.
23. SCI's uses Stand By mode on copiers/printers after 2 hours of non-use to reduce power consumption.
24. SCI enforces a "No Idling" policy for loading zones, parking lots, and jobsites.
25. SCI primarily uses local vendors, when feasible; including the use of local food vendors for monthly lunch and learn presentations.