Policy for Greening the Office

Policy for Greening the Office (GTO)

Environmental Policy adapted to Fednav's headquarters

Policy Statement for Greening the Office

As part of Fednav's sustainability strategy, the GTO committee believes in the importance of reducing the company's impact on the environment—not only as good corporate citizens, but as concerned individuals. To this end, practicing sustainability within our global offices is a significant first step toward minimizing our environmental repercussions.

To celebrate our ten years of existence, we recently renewed our policy by reviewing past accomplishments and adding new objectives for a greener office environment. Using this document as a guide, we aim to work together to identify our environmental impacts, find solutions, and take action. In order to succeed, we must all take a good look at the resources we use and minimize the waste we create each working day.

It just makes good business sense to reduce our environmental footprint while fostering healthy living and community spirit for our Fednav team.

Sustainability Trends

All around the world, people from different industries and companies commonly think about new, innovative ideas to reduce their environmental footprint. Businesses are reducing their impact by offering greener products and services, and increasing their initiatives by lessening their overall environmental toll. Our current stage of sustainable development is to implement the sustainable development strategy within Fednav's headquarters but also through our global offices. One important aspect of sustainable development is to transparently share our practices, which is the reason for the publication of Fednav environmental policies on Fednav website:

- Fednav Limited Environmental Policy issued December 2008 (updated in April 2019)
- Federal Marine Terminals Environmental Policy issued December 2009 (updated in August 2018)
- Fednav Limited Policy for Greening the Office issued October 2012 (updated in August 2018)

Applicability

The GTO policy is applicable at Fednav's Montreal headquarters and its offices worldwide.

Vision of GTO Committee

- To identify our priorities and focus
- To create awareness with the common goal of reducing our environmental impact
- To encourage and engage fellow employees by initiating programs that demonstrate our corporate social responsibility
- To provide continual reinforcement to break through our old habits toward our environmentally friendly behaviour
- To work toward the continual improvement of our policy

Main Issues to Address

1. Reducing, reusing, and recycling paper
2. Greening and reducing office supplies and products
3. Reducing energy and water consumption
4. Greening meetings and events
5. Commuting smarter

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1. Reducing, Reusing, and Recycling Paper

Context

Changing our habits in terms of paper consumption presented as social and economic environmental benefits. The policy below has been designed to reduce paper consumption immediately and to meet the company's goal to become paperless within five years.

Policy
- To use recycled paper products
- To reduce amount of printing (employees and suppliers)
- To reduce usage of paper products; such as notepads, forms, and paper towels
- To implement e-filing (e-signature and digitizing paper documents)

2. Greening and Reducing Office Supplies and Products

Context

Many office supplies and products are reusable. By purchasing these products, we demonstrate social and environmental responsibility.

Policy

- To reduce and discourage the use of paper; to reuse office supplies and products whenever possible
- To purchase environmentally and socially responsible products; e.g., recycled paper
- To use best practices for beverage consumption: purchase coffee and tea from socially responsible suppliers, milk and cream in cartons, and sugar in bulk
- To switch from paper to electronic magazine and newspaper subscriptions
- To collaborate with each of the Fednav offices building managements' composting and recycling programs, for items such as plastic, glass, soft drink cans, batteries, writing implements, electronic equipments, etc.
- To encourage environmentally friendly solutions during construction projects such as office renovations

3. Energy and Water Consumption

Context

It is our goal to manage energy and water consumption by using them efficiently, wisely, and responsibly. This policy contributes to lower our environmental footprint in cutting down the extraction, treatment, and use of water. It is also instrumental to the reduction of atmospheric releases correlated with energy production and use.

Regarding our data consumption, our individual day-to-day use appears to be quite harmless to the environment. Although it is an improvement over paper files, because of the increasing use of internet-connected and mobile devices, media streaming, and for security purposes—to have a full backup on our servers requires a growing level of energy expenditure. The energy to power devices and servers and to ventilate and to cool the server room is transformed into an increasing environmental footprint. As Fednav is going toward to increase its digitalization, each employee is responsible to use data space mindfully.

Policy
- To enable the default mode on all computers to automatically enter stand by or sleep mode and to switch off monitors when computer is not in use for prolonged periods of time
- To turn off lights whenever possible
- To roll down the blinds in instances of extreme cold or heat
- To be aware of water consumption when washing hands or washing tableware, coffee mugs, etc.

Data consumption
- To encourage the deletion of earlier versions of digital files and saving over current versions
- To delete obsolete emails
- To reduce the exchange of large files by email and duplication by using shared folders instead
- To remove large attachments from email messages if only the written content is necessary

4. Meeting and Events

Context

We are setting environmental priorities in event planning and incorporating them into as many facets of the event as possible.

Policy
≡ To purchase food from caterers/vendors who use best practices for the environment; to share our environmental priorities with potential caterers/vendors
≡ To encourage employees to bring their tableware while attending informal Fednav events (e.g., Lunch & Learn, monthly birthday cake)
≡ To send cards and invitations to meetings and events by email (e-vites)
≡ To promote sustainable company gifts/promotional items
≡ To encourage teleconferencing

5. Transportation: Commuting Smarter

Context

Transportation is the single largest source of greenhouse gas emissions and an important source of polluting emissions as well as noise pollution. We therefore need to rethink our daily commute and business travel needs. Public transport decreases the number of accidents, helps urban and intra-urban traffic, promotes active transportation, and reduces inactivity and air emissions.

Policy
≡ To encourage the use of alternative forms of transportation, such as public transit, carpooling, biking, and walking
≡ To encourage employees to rent hybrid cars or to use electric taxis