

Virtual Office Stewardship Policy

Created by: Daniela Ramirez and Jeffrey Phillips

A virtual office is an arrangement where all employees, interns, and partners execute business functions in a non-centralized office operating over the internet. Recognizing that our work as a company is principally conducted in a virtual setting, the purpose of this policy is to minimize the overall environmental footprint of our virtual environment on the natural environment.

There are a number of areas where the operations of services companies impact the environment, including the energy and resources we consume, the products we purchase, and business travel. This policy covers best practices and resources for environmental stewardship related to each of these areas.

This is a work in progress so if you have any questions or suggestions please contact us at: info@dawsonstrat.com.

Energy & Resource Use

Computers and Electronic Devices

Computers are the number one tool used in our virtual offices. The following are guidelines on energy conservation and resource optimization in our work computers and devices:

1. Use energy-saving features on devices. Set your devices to standby mode automatically, reduce display brightness as low as possible, and switch off computers as soon as your workday is over.
2. Optimize the lifespan of lithium-ion batteries. Unplug chargers from the socket when your phone or computer is not in use. Do not let devices discharge entirely nor leave

them completely charged if they will not be used for over a week. The sweet spot is 70% charge.

3. Dispose of e-waste safely. Computers and batteries contain hazardous materials that are toxic to the environment and human health. If an electronic device has reached its end-of-life (i.e., is no longer in condition to be used or refurbished), contact the manufacturer to ask about their extended producer responsibility practices. They may take back and recycle some parts of your device. Alternatively, contact your local waste management organization on how to dispose of your e-waste safely.

Internet

The carbon footprint of the internet is not commonly considered by its users but can actually have a significant impact on an individual's emissions profile. Follow these helpful tips to reduce your emissions while surfing the web.

1. Use a carbon calculator to evaluate the carbon footprint of your internet usage. To determine what the approximate carbon impact of your internet usage is, understand where it comes from, and analyze offset options, try a [carbon calculator](#) like the one provided by [EcoTree](#).
2. Surf the web efficiently. Type a website in the address bar instead of using a search engine to access it and mark regularly visited websites as favourites. Use search engines such as [Ecosia](#) who use profits towards reforestation projects. On your smartphone, stop infrequently used apps from running in the background.
3. Reduce the carbon impact of your emails. Compress large documents and the size of attachments to reduce the weight of your emails. Empty your junk mail and unsubscribe from newsletters you no longer read.

Paper

When printing in hardcopy is required, remember to:

1. Reduce paper load in printing wherever possible. Reuse one-sided paper, print double-sided, and eliminate blank pages from documents before printing.

2. Source paper sustainably. Select paper with a high-recycled content that is produced with sustainable-sourced materials, such as that which has received FSC verification.

Sustainable Procurement

Supplies

These are the principal products that are most often purchased or have the largest presence in home-based virtual offices:

1. Electronic equipment: computers, laptops, monitors, printers, and software.
2. Office supplies: books, stationery, suitcases, backpacks, etc.
3. Furniture: office chair, desk, shelf.
4. Lighting: office, studio, kitchen, washrooms.
5. Cleaning supplies: soaps, disinfectants, aerosols.
6. Clothing: business attire.
7. Food: groceries and dining for meals.

Best practices

1. Apply circular economy principles to source, use and give new life to office products.
Use what you already have available in less quantity and purchase products in reduced amounts. Consider alternatives to buying new; buy second-hand items and repurpose old materials for new uses. Recycle and divert from landfill.
2. Replace parts instead of replacing your entire device. For example, buy a new battery for your smartphone or a second hard disk for additional memory for your computer. Extend the lifespan of the products you have using them with proper care and maintenance.
3. Select devices and appliances that are Energy Star rated. Equipment that is Energy Star compliant will likely be more energy-efficient and perform well.
4. Purchase multi-functional devices. Instead of owning a separate printer, scanner, and copier; search for a device that incorporates all the functions you need.

5. Seek vendors that prioritize Environmental, Social, and Corporate Governance (ESG) principles. Select products from vendors with a track record of prioritizing environmental and social stewardship.

Travel

During the COVID-19 pandemic, travel is not taking place. Below are best practices for when business travel resumes.

1. Cut down on unnecessary business travel. Use virtual meeting technology to reduce in-person meetings.
2. Avoid short haul flights where possible.
3. Opt for low-carbon modes of transportation. Use cleaner urban mobility alternatives to personal vehicles such as walking, public transportation, cycling, carpooling and carshare programs. After using air travel, take advantage of airport shuttles or public transit to hotels.
4. Purchase carbon offsets for required travel. Purchase carbon offsets to neutralize the GHG emissions that cannot be further reduced or avoided when you travel by air or other modes of long-distance travel.

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