



## **Tarlton Corporation Sustainability Policy**

**Revised October 16, 2011**

### **Principles:**

1. To comply with, and exceed where practicable, all applicable legislation, regulations, and codes of practice related to sustainability.
2. To integrate sustainability considerations into our business decisions whenever possible.
3. To inform and educate our staff of our sustainability policy, and insure that they are committed to implementing and improving it.
4. To minimize the impact of of our office functions and travel/transportation activities through sustainable practices.
5. To make clients and our suppliers aware of our sustainability policy and encourage them to make sustainable choices whenever possible.
6. To review our sustainability efforts annually and report these externally and internally so we can continue to strive to improve our overall sustainability performance.
7. To integrate our T.E.A.M. Maintenance Building Facility within our overall Sustainability Goals, and adopt the Corporate Sustainability Policies wherever feasible.



## **Practical Steps:**

### **TRANSPORTATION**

#### **1. Business Travel**

- a. Whenever practical, choose the option of holding meetings electronically via teleconferencing/internet meeting media to avoid unnecessary business travel.
- b. If business travel is chosen, and an automobile is required to be rented, encourage employees to select the most sustainable vehicle option in terms of type of fuel used, and/or most efficient gas mileage.

#### **2. Commuting**

- a. Promote carpooling and use of public transportation for commuting to work, and provide incentives and recognition where possible.
- b. Encourage use of alternative fuel choices for commuting such as electrical power to utilize the existing charging station.
- c. Provide reimbursement cost for use of public transportation by employees for commuting to work.

#### **3. Fleet**

- a. Review all fleet vehicles for fuel types and energy efficiencies
- b. Review future purchase choices against new, sustainable choices
- c. Conduct route mapping to minimize unnecessary mileage for deliveries through use of our electronic GPS system and electronic monitoring display panel.
- d. Enforce a no idling policy for our truck drivers to cut down on harmful emissions as much as possible.

### **CONSTRUCTION**

#### **1. External**

- a. For all construction jobs for a client, whether they are seeking to receive some sort of third party certification or not, encourage them to utilize sustainable methods where practical.
- b. For all construction jobs for a client, Tarlton shall apply the methods and principals associated with a typical LEED indoor air quality management plan during construction where practical. These include:
  - 1) HVAC Protection
  - 2) Source Control
  - 3) Pathway Interruption
  - 4) Housekeeping
  - 5) Scheduling
- c. For all construction jobs for a client, Tarlton shall apply the methods and principals associated with a typical LEED Waste Management Plan during construction where practical.

## **2. Internal**

- a. For any construction work done for a Tarlton Facility, the work shall follow the below guidelines at minimum where practical:
  - 1) Use of Low Emitting Materials
  - 2) Use of Materials with Recycled Content
  - 3) Use of Regional Materials (500 miles or less from Tarlton Facility)
  - 4) Use methods and principals associated with a typical LEED indoor air quality management plan
  - 5) Apply the methods and principals associated with a typical LEED Waste Management Plan
  - 6) Strive for usage of Green Roofing, Heat Island Affect mitigation, Reduction of Light Pollution, Optimization of Energy Usage, and Resource Reuse.

## **ONGOING OPERATIONS**

1. Landscaping
  - a. Continue to utilize the minimum amount of water for landscaping maintenance, and using rainwater collected from our cistern system.
  - b. Explore opportunities to plant additional sustainable plantings which utilize little to no water to further reduce our water consumption.
2. Food Service
  - a. For daily usage, employ permanent silverware, cups, and dishes that can be washed and reused.
  - b. Discourage the use of any disposable silverware, cups and dishes.
  - c. Provide pitchers of water and glasses in lieu of bottled water for events/meetings.
  - d. When ordering food for events/meetings, utilize vendors that provide sustainable options in terms of containers and food.
  - e. When ordering food for events/meetings, use local food suppliers and products whenever possible.
  - f. For surplus food from events hosted by Tarlton, donate to Operation Food Search or other Organizations.
  - g. Inform our food service vendors of our sustainability policy related to food service.
  - h. Recycle all appropriate materials from food service operations.
3. Equipment
  - a. For Appliances, purchase Energy Star products when available.
  - b. For Electronics, purchase sustainable products with low energy use.
4. Cleaning
  - a. Continue using a Green Seal Certified Cleaning Company for daily cleaning operations.
5. Office Procedures
  - a. When printing, choose double-sided option whenever practical.

- b. When holding meetings, avoid making paper copy handouts and instead use electronic media such as a Powerpoint presentation that can be shared electronically.
- c. Paper products to be recycled by placing into the appropriate container based on trash or recyclable containers placed at each workstation. Recycling of these paper products to continue to be handled through the Green Cleaning Company and Tarlton's laborers who insure that the paper is diverted from the landfill.
- d. For any purchases related to offices supplies, sustainable options shall be reviewed and acted upon when practical.

## **EDUCATION/MAINTENANCE**

- 1. Sustainability Policy Education/Maintenance
  - a. Sustainability Policy shall be part of Employee Orientation
  - b. Sustainability Policy shall be communicated to current employees
  - c. Sustainability Policy adherence shall be reviewed and measured annually with results communicated internally and externally.
  - d. Sustainability Policy shall be a "living document" which shall be updated and modified as needed to help Tarlton achieve the highest level of sustainability possible in its ongoing operations and across all aspects of our business.

**End**