

# Sapling Certification Credits:

\* signifies entire office credits

## **Energy & Water**

- \*1. Is equipment in the office (e.g. printers, copiers, scanners, microwaves, coffeemakers, and refrigerators) shared so that employees do not have these appliances in their office for individual use?
- 2. Do you pay attention to whether your blinds are open or closed based on the season and weather?

## **Food & Events**

- \*1. Are plant-based or vegetarian options provided at all events your office hosts where food is served?
- \*2. Do you order water in reusable or refillable containers, instead of single-use plastic bottles?
- 3. Do you bring your own dishes and utensils when traveling to outside office events?

## **Health & Well-Being**

- \*1. Does your office share information or otherwise engage employees with physical activity tips and benefits?
- 2. Does your office encourage employees to have walking meetings, when appropriate, instead of meetings in conference rooms?
- \*3. Are music and art allowed and encouraged in the office?
- 4. Are you a vegetarian?
- 5. Have you improved your indoor air quality by adding indoor plants?
- 6. Do you take sick days when you're feeling unwell?

## **Purchasing & Materials Management**

- \*1. Does your office make sure all electronics purchased are [Energy Star](#) certified?

2. When placing orders for printing services and purchasing supplies for the office, do you make sure that paper products certified by the Forest Stewardship Council (FSC) are specified?

### **Participation, Service, & Community Engagement**

- \*1. Has your office participated in a group community service event or initiative?
- \*2. Does the office hold an annual discussion about the potential for sustainability technologies and green building features?
- \*3. Does your workplace periodically organize or participate in sustainable Initiatives? (E.g. a campaign like going paperless, meatless, or carless for a period of time)
- 4. Do you recognize other employees for their environmental stewardship efforts? This could be verbal recognition, awards, or accolades.

### **Transportation**

- 1. When planning work trips do you research and utilize [greener transport and lodging](#) options? (ex: rideshare, buses, trains, Green Hotel Association)

### **Recycling & Zero Waste**

- \*1. Are reusable bags available for participating staff to use if they go out to buy lunch or office supplies?
- 2. Do you recycle inkjet or laser jet cartridges by giving them to your Staples or Office Depot delivery person or by collecting them in the office and dropping them off at a local Staples or Office Depot?
- 3. Do you bring your lunch in a reusable bag?