

Office and Virtual Environmental Stewardship

Updated: March, 2025

At UpHouse Inc, we believe saving the planet shouldn't stop just because you're working in pajamas. Whether you're in the office or rocking a home setup, we're on a mission to shrink our environmental footprint—one reusable coffee cup at a time. Through smart waste management, eco-friendly shopping, and some good old-fashioned awareness, we empower employees to be sustainability superheroes (capas optional).

This document is your go-to guide for keeping Mother Earth happy while working from anywhere. Follow these best practices to reduce your impact, stay compliant with our sustainability initiatives, and maybe even impress your houseplants with your commitment to the cause.

1. Environmentally Preferred Products & Practices ☆

- We are aiming to get responsibly and if possible, locally sourced office supplies. You are encouraged to use recycled, biodegradable, and sustainably sourced office supplies too while working at the office or remotely. Please check with our Administrative Specialist if you need something specific and can't find it at the office.
- You should prioritize digital documentation over printing and use double-sided printing when necessary.
- At home, we suggest you implement energy-efficient practices include using LED bulbs, smart power strips, and setting computers to energy-saving modes.

2. Environmental Stewardship Resources ☆

- We will be implementing a series of Lunch and Learns over the next few months related to educational resources on energy conservation, waste reduction, and sustainable procurement. This will be hybrid and recorded for future reference.

- A dedicated sustainability team is available to address questions and provide additional support. Our volunteers now are Kiirsten, Jay, Vanessa and Paula. If you want to be part of this team, please reach out to either of them 😊

3. E-Waste & Hazardous Material Disposal ☆

- Everyone must dispose of electronic waste (batteries, laptops, chargers, etc.) at designated collection points. You can find the list of places and the guidelines for disposing them responsibly [here](#). As an alternative, if you have small electronic waste or batteries, you can bring them to our office to a box located in the closet at 777, we can pile it up and then bring it to one of those disposal centres.

4. Environmentally Preferred Vendors

- Employees should procure supplies from vendors that follow sustainable production and packaging practices – This also applies to props for photo shoots.
- Employees are encouraged to buy in bulk to reduce packaging waste and transportation emissions when possible.

5. Composting & Recycling

- **Composting:** As you know, our composting program is going great! We have reduced the amount of UpHouse waste destined for the landfill by 50%. Between UpHouse staff and neighbours, we diverted 241 kg of organic waste from the landfill and into Green Action Centre's compost program in 2024. And that was just for a 6-month period! We'll easily clear 500 kg in 2025!
- For 2026, our goal is to divert 525 kg of organic waste through our compost program. You can help – bring your compostable waste to the office for proper disposal in our composting bin.
- **Recycling:** Employees must follow local recycling guidelines and separate recyclable materials properly. A guide for this was also added to our recycling bin.

6. Reducing Carbon Emissions Individually

- Employees are encouraged to reduce their carbon footprint by using energy-efficient appliances and unplugging devices when not in use.
- Sustainable commuting options such as carpooling, [walking or biking](#), or using public transportation should be prioritized when travel is necessary.
- Remote workspaces should be optimized for sustainability by adjusting thermostat settings, using natural lighting, and reducing unnecessary energy consumption.

- Participation in volunteer time activities such as tree-planting initiatives is highly recommended.