

Virtual Office Environmental Stewardship Policy

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KnowledgeOwl is committed to reducing our environmental impact and continually improving our environmental performance. We encourage our team members, customers, suppliers, and other stakeholders to do the same.

KnowledgeOwl is 100% remote, and our staff operate primarily from home-based virtual offices. Being remote is one of the most effective ways we reduce our carbon footprint.

We encourage KnowledgeOwl team members to apply a good environmental awareness and practices to their chosen remote work environment, whether that be a home office, co-working space, or other form of mobile working.

Responsibility

As KnowledgeOwl team members, we are all responsible for ensuring that we are doing our part to reduce our individual and group environmental impact. With this virtual office environmental stewardship policy, we encourage everyone to implement good practices in their home office and chosen workspaces as well as to consider the environmental impact of any business decisions we make.

Reuse and recycling

We encourage team members to conserve and recycle whenever possible through the adoption of simple practices.



Tips and tricks:

- Reuse and repurpose materials.
- Recycle paper, plastic and other recyclable containers/objects.
- Recycle office equipment, supplies and other recyclable products.

Paper

We encourage team members to maintain a "paperless" virtual office to eliminate or greatly reduce the use of paper.



Tips and tricks:

- Minimize the use of paper.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

Energy and water

We encourage team members to conserve energy and water.



Tips and tricks:

- Reduce the amount of energy and water used as much as possible.
- Turn off lights and electrical equipment when not in use.
- Unplug cell phone and laptop chargers when not in use.
- Keep energy consumption in mind when cooling or heating.
- Purchase new products with energy consumption and efficiency in mind.
- Switch to sustainable energy sources and suppliers when possible.

Office supplies and other purchases

We encourage team members to consider the environment when purchasing office supplies and other purchases for the business.



Tips and tricks:

- Buy local.
- Evaluate if renting/sharing or buying second-hand is an option before purchasing new supplies.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favor more environmentally friendly and efficient products wherever possible.
- Purchase from environmentally-preferred vendors such as B Corps.
- Use local labor and eco-friendly materials where available to reduce CO2 and help the community.

Environmentally-preferred vendors

We encourage team members to prefer environmentally-friendly vendors.



Examples include:

- **Local vendors:** one of the greenest things we can each do is to buy local.
- **Wisdom Supply Co:** offers a full range of plastic free and zero-waste products for schools, offices, and homes.
<https://www.wisdomsupplyco.com/>
- **Paper on the Rock:** notebooks made from upcycled stone waste.
<https://paperontherocks.com/>
- **Other B Corps:** <https://bcorporation.net/directory>

Cleaning and waste

We encourage team members to consider the environment when making decisions about cleaning and waste.

**Tips and tricks:**

- Aim to reduce the total amount of waste we create.
- Avoid the use of single-use plastics.
- Favor environmentally friendly cleaning products and materials.
- Dispose of waste and recycle using licensed and appropriate organizations.
- Safely disposal of e-waste and other hazardous materials purchased for employee home offices.

Travel

We encourage team members to consider the environment during travel.

**Tips and tricks:**

- Favor walking, bike-riding, and public transportation over the use of private cars.
- Favor locally-owned, eco-friendly restaurants and lodging that demonstrate a commitment to the environment and sustainable business practices.
- Reduce the use of single-use plastics by carrying a reusable water bottle.
- Offset our travel footprint by choosing greener options such as energy-efficient vehicles, non-stop flights, carbon offset programs, packing light, and flying economy.

Culture

We encourage team members to foster a culture of sharing and caring about our environmental stewardship.

**Tips and tricks:**

- Share and discuss tips and tricks, along with news and resources, in our #environment Slack channel.
- Involve our team members, customers, and other stakeholders in our environmental stewardship.
- Favor suppliers, contractors, and sub-contractors committed to improving their environmental performance.