

# Enie.nl Virtual Office Stewardship Policy

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## **Purpose**

The purpose of this policy is to encourage employees to address their home office practices and consider making changes that not only decrease their environmental footprint but also help ensure that they take care of themselves. Enie.nl strives to be a leader in the B Corp movement through progressive office practices by taking the environment into consideration in everything we do.

Ultimately, we are an organization made up of all our employees, so we are all obligated to consider the environment in every action we take. We are now working from home more than ever, and virtual offices are a new part of our working life. That being said, it is essential to take care of ourselves and our environment when working from home.

We encourage enie.nl employees to minimize their home office waste, recycle, adopt energy-efficient practices, and purchase from environmentally preferred suppliers.

## **Recycling**

- Minimization of paper used in the home office, and opting for online documents
- Purchasing of recycled paper
- Reducing, reusing, and recycling paper products whenever possible

## **Energy and Water**

- Purchasing of solar energy through enie.nl (employees receive a significant discount)
- Implementation of low-flow appliances such as showerheads and faucets
- Use of energy-efficient lighting, monitors, tea kettles, coffee machines, among other home appliances
- Reduction of energy consumption at home by turning off lights, reducing heating, and unplugging appliances
- Consideration of switching to a green energy supplier whose energy is derived from renewable sources. More information can be found on <https://www.pricewise.nl/energie-vergelijken/>, select "duurzaamheid", then select "Groene stroom", and "Groene stroom uit Nederland"

## **Office Supplies**

- Reduction of non-essential office supplies such as paper, post-it notes,
- Utilization of supplies (computers, printers, phones) that are CO<sub>2</sub> intensive to produce until their end-of-life

- Evaluation of the environmental impact of new products
- Purchasing of environmentally friendly and sustainable products whenever possible, or products produced by B Corps

### **Cleaning & Maintenance**

- Utilization of environmentally friendly cleaning products  
(<https://www.ecover.com/>)
- Proper Disposal of electronic waste and other dangerous substances purchased

### **Meetings**

- Holding of (more) virtual meetings to reduce CO<sub>2</sub> emissions
- Electing to take public transport or alternative forms of transport when meeting in person
- Limitation of business travel, and offsetting the emissions associated with the economy-class seat

As a B Corp, it is our duty to consider the environment and our community with every action we take. We encourage our employees to adopt this mindset and apply it to every part of their life, from the food they consume to the companies they invest in. Above all, we hope to make a positive impact on the climate through our initiatives.

### **Resources**

Environmentally Preferred Office Supplies Vendors:

<https://paperontherocks.com/>

<https://www.ecover.com/>

<https://www.pricewise.nl/energie-vergelijken/>

<https://greenminds.eu/en/>

<https://www.greenpicks.de/en/office-supplies-stationery/>

<http://www.tinymiracles.com/>

Green Virtual Office Resources:

<https://theattic.london/2018/04/11/top-tips-sustainability-in-the-office-including-your-home-office/>

<https://www.duurzameprinters.com/duurzaam-thuiskantoor-5-onmisbare-tips/>

<https://www.hartvanenschede.nl/nieuws/algemeen/33224/van-woonruimte-naar-thuiskantoor->

<https://biofriendlyplanet.com/green-alternatives/sustainable/7-tips-to-create-a-green-and-sustainable-home-office/>

<https://www.stewardshippartners.org/good-stewardship-at-your-home-office/>