

THINKSHIFT ENVIRONMENTAL POLICY

Updated March 2022

We continually strive to incorporate environmental sustainability into our core business operations and supply chain.

Goals

- › Reduce waste
- › Conserve energy, water and other natural resources
- › Use environmentally preferable products
- › Influence the people and organizations we work with—clients, partners and subcontractors
- › Establish a thought leadership position

We're achieving these goals through the actions listed below. We're not perfect (yet!), but we're working to do it all, all the time—in our home offices as well as our downtown San Francisco office.

Waste reduction

- › Recycle all recyclable materials (including printer cartridges and soft plastics) and compost all compostable materials
- › Recycle or upcycle all office furnishings and equipment
- › Reduce waste by printing double-sided (unless single-sided copies are necessary to perform work), buying only what is necessary, buying in bulk and avoiding disposable products

Hazardous and electronics waste

- › We avoid using items and materials that create hazardous waste as much as possible
- › We dispose of hazardous materials properly, through the city's trash service provider
- › We recycle or dispose of all electronics (including batteries) and printer cartridges through a service we have verified to ensure the waste is not shipped overseas or landfilled

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Environmentally preferable purchasing

We buy and use:

- › 100 percent PCW recycled printer paper
- › All collateral printed on 100 percent PCW recycled-content paper with soy or low-VOC inks
- › Energy-efficient appliances and office equipment
- › Chlorine-free, 100 percent recycled paper products (paper towels, tissues)
- › Nontoxic cleaning products

See our Purchasing Policy for details.

Conservation

We conserve natural resources and minimize our contributions to air pollution and climate change.

Our actions include:

- › Using public transit, walking and biking whenever possible
- › Choosing meeting and event locations that are accessible via public transportation
- › Unplugging or powering down equipment whenever possible
- › Limiting business air travel
- › Purchasing carbon offsets for business travel and emissions associated with energy use

Influence

We seek to extend our sustainability efforts into our work network and community. Our actions include:

- › Encouraging clients to incorporate environmental sustainability as a core value in their operations if they have not done so already
- › Favoring partners and suppliers that are Certified B Corporations or benefit corporations, or that have documented sustainability commitments (see our Purchasing Policy)
- › Sharing our environmental policy and resources with clients, partners and subcontractors, and encouraging them to further their sustainability actions
- › Contributing a portion of our revenue and time to nonprofits that work for environmental and social justice (see our Community Service policy)