

# PRACTICE PROCEDURE FOR IMPLEMENTING THE VALUE OF SUSTAINABILITY IN THE ORGANIZATION

## What is this?

A document detailing all the actions taken by the organization to improve and optimally implement the value of sustainability into its day-to-day operations. The procedure focuses on activities performed by the company, the management and employees outside of the organization's value chain.

## Who's it for?

For all the employees in the organization – helping them recognize the various means available for applying the value of sustainability into all areas of their lives.

The decision to implement the procedure should start Top Down (from senior-level management) and return to all stakeholders. Once backed up by management, it should also be embedded Bottom Up, thus reaching all employees and external stakeholders (customers, partners, etc).

## When?

Once you've decided to implement the value in your organization, both inside, but primarily, outside of the value chain, the procedure should then be prepared in parallel with the activities related to the sustainability forum (including representatives from all organizational units), a designated work plan and other initiatives on the topic.

## How?

Alternatively, a different part of the procedure can be distributed at any time, according to the organization's objectives for that period.

Select the chapter you want to focus on now from the following list:

### 1. Purpose of the procedure

**Sustainability** – Refers to the steps taken for preserving and improving what we have, while balancing economic, social and environmental factors for our sake and for the sake of future generations.

The purpose of this procedure is to familiarize employees with the vision of sustainability adopted by \_\_\_\_\_ ("the company"). The procedure is part of the implementation of the Doing Good Model and is provided to employees for adopting the value of sustainability, as much as possible, into all areas of their lives.

The procedure details all the actions taken by the company and the available means for employees to improve and optimally advance the implementation of the value of sustainability into the day-to-day operations in the company's offices.

### 2. Water efficiency

We strive to ensure the ideal and effective use of drinking water, and water in general.

**Faucet aerators** – To save as much water as possible, faucet aerators have been installed on all of the taps in the office. Employees are required to close the faucet immediately after use.

**Drinking water dispensers** – The kitchens have been equipped with drinking water dispensers which allow the pouring of measured amounts of water.

**Dual-flush toilets** – Bathroom stalls all have a dual flush mechanism that uses two buttons to flush either a full or half amount of water. Employees should use the half amount button whenever possible.

**Leak prevention system** – A system of leak detectors has been installed in the office in order to shut off water automatically in case of a leak.



### 3. Electricity conservation

**We aim to embrace an innovative use of energy as much as possible.**

**Solar panels** – Solar panels have been installed on the roofs of two office buildings.

**Main switches** – In the entrance of each floor, main switches were installed to control the lighting and conditioning systems. At the end of the workday, the last employee on the floor is required to flip/press these switches in order to turn off the electricity for the light and air conditioning.

**Lighting fixtures** – Energy-saving LED light bulbs have been installed throughout all the lighting fixtures.

**Shading** – Special films, that filter the sun's rays, have been glued to all office windows. The films limit the amount of light that passes through, and help to maintain a fixed room temperature, thus reducing air conditioning and energy consumption.

**Electrical appliances** - All purchased electrical appliances have an energy efficiency class A or close to that.

**Every employee is required to turn off the lights and air conditioner in their room at the end of the workday, as well as when leaving the office for an appointment that is longer than an hour.**

---

### 4. Separation of waste for recycling

**We are doing our best to make sure that recyclable items are being recycled:**

**Solar panels** – Solar panels have been installed on the roofs of two office buildings.

**Paper recycling bins** - A paper recycling bin can be found on each floor. The shredded paper is collected twice per week by the Public Council for the Prevention of Noise and Pollution in Israel (MALRAZ), an NGO which employs people with disabilities.

**Batteries** – A battery recycling bin can be found on each floor. Employees are required to dispose of used batteries in this bin and are invited to bring old batteries from home.

**Library** – There is a library in the company's offices for the employees to use freely. The library is managed by (Name of the responsible employee). Employees are invited to lend, borrow and recommend books to other employees.

**Give-and-take market** - Once a year there is a give-and-take market to which employees are invited to bring unused or unwanted items that are in good condition. In addition, a permanent place will be set up in the company's offices to which all the items that are not taken at the end of the annual market will be brought to. The place will be available for employees all throughout the year. Untaken items will be donated to charity once every quarter.

**Plastic bottles** – Regular waste should be separated from plastic waste and plastic bottles should be disposed of in the designated plastic garbage bins.

---

### 5. Reuse and proper use of paper

**Employees are asked to save paper by:**

- Printing double-sided (the offices are equipped with double-sided printers).
  - Using personal chips – All printing should be done by transferring an employee's personal chip to avoid unnecessary printing.
  - Making sure to use recyclable pages for notes and then remembering to shred them.
  - Seeking to use the centralized/large-scale printing option (i.e. the main printer on the floor).
- 

### 6. Computing and information systems

**We are committed to an efficient use of energy as much as possible by:**

- Minimizing the use of physical servers and switching to virtual servers that reduce power consumption and air conditioning.
  - Automatically turning off computers at the end of the workday.
  - Automatically turning off the screen when it's left idle for ten minutes.
  - Sending fax messages via Fax2Mail.
  - Recycling end-of-usage electronic devices.
-



## **7. Reduce the use of disposable utensils and plastic materials**

The kitchens have been equipped with a wide range of plates, dishes and eating utensils for employees and visitors to use. Every employee should make sure to use these and avoid using disposable tableware and/or plastic utensils. If there is a shortage of tableware, please contact \_\_\_\_\_.

---

## **8. Socially responsible and environmentally friendly suppliers**

In relation to services, supplies and equipment for the day-to-day operation of office activities, the company's headquarters are devoted to working with socially responsible and environmentally friendly suppliers who give back to the community in different ways. When selecting a supplier, you can contact the Purchasing Manager (Name of employee) for a recommendation.

---

## **9. Use of materials with a green standard**

The various cleaning materials and equipment purchased for the company's headquarters are selected, as far as possible, according to the green standard. For example, the paper towels that are used allow for a measured amount each time someone wants to dry their hands and the printing paper is made from recycled materials.

---

## **10. Grocery – Wise consumer habits**

The employee who is responsible for purchasing food and refreshment on each floor is expected to buy products that are solely consumed by the employees on his/her floor. This is required to avoid a situation that may lead to throwing away expired food and to avoid food waste in general.

**Employees are expected to consume food items that have been opened before opening new food items.**

---

## **11. Bicycles**

The company encourages employees to bike to work, and for that end, has allocated a dedicated parking space for bicycles. Employees can use the gym's shower area to take a shower before starting the workday. Any employee who wishes to do so is invited to contact \_\_\_\_\_ (Name of the employee) and coordinate it with him/her.

---

## **12. Construction and maintenance**

As part of past and present construction works and building improvements, significant consideration is given to green building, including the use of green building materials and green waste landfills. For example, a bamboo parquet flooring, which is a sustainable wooden flooring with a green standard, was previously installed.



THE  
**DOING GOOD**  
MODEL



thedoinggoodmodel.com