Sustainability Policy Statement of Payroll Giving in Action Ltd

We shall strive to incorporate sustainability into our core business operations through internal and external efforts. Specifically, we shall adopt the following policies and practices:

1.Conserve energy, water and natural resources.
2.Commit to only purchase environmentally preferable products.
3.Reuse, Recycle and Reduce.
4.Promote environmental education, outreach and awareness.

Reduce, Reuse and Recycle

We shall:

- Reduce our waste stream by increasing our recycling.
- Strive to increase waste diversion by recycling all paper, cardboard, wood, bottles, plastics, packaging and cans.
- Reduce the waste generated by repurposing reusable office items.
- Reuse envelopes and packaging as well as purchase reusable products.
- Promote the use of natural lighting.

Environmentally Preferable Purchasing

We shall purchase/use the following:

- Remanufactured and refillable toner cartridges where this is appropriate (some newer models of printers will only accept brand toner cartridges).
- Reduce the need for printing when items can be sent electronically as a pdf.
- Recycled content office furniture and supplies.
- Promote the use of refillable bottles, canvas bags and reusable to-go containers.

Conserve

We shall conserve fossil fuels by:

- encouraging the use of public transit.
- offering telecommuting options and limiting physical travel to meetings.

Employee Education

We shall educate employees on resource conservation and pollution prevention through:

- Sharing this policy and asking them to consider the principles of it when acting on behalf of Payroll Giving in Action Ltd.
- Hosting only zero waste events i.e. ensuring that no waste is generated during company training, meetings.
- Inform employees of environmental issues in company newsletters, training material and staff meeting discussions

Environmental Stewardship

Through the course of our work, we shall endeavour to promote these policies to other companies and individuals.