

C A P P A & G R A H A M
MEETING, EVENT & DESTINATION PARTNERS

Cappa & Graham Environmental Policy Statement

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. Reduce, Reuse and Recycle
2. Purchase Environmentally friendly products
3. Conserve energy, water and natural resources
4. Practice Green Business policies on checklist

Reduce, Reuse and Recycle

We shall –

- strive for zero waste by recycling all locally accepted recyclable materials AND composting all food, food related paper products and landscape waste.
- reduce the waste generated by donating reusable office items (furniture, stationary) to charitable organizations.
- abstain from purchasing any bottled water
- use compostable and/or recyclable materials to package occasional client gift bags
- use only durable wares (plates, forks, cups, etc.) in our company kitchen

Toxics Reduction

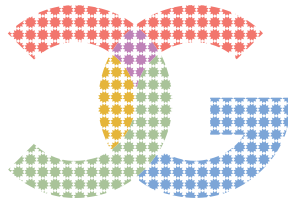
We shall reduce the use of toxic materials to protect employee health and the environment. Specifically we shall -

- dispose of or recycle toxic products safely.
- choose eco-friendly and/or biodegradable janitorial cleaning products
- recycle waste lamps, batteries, aerosol cans and other universal waste
- batteries – Purchase rechargeable batteries only
- lamps – Purchase low mercury fluorescent lamps when possible

Environmentally Preferable Purchasing

We shall purchase/use –

- remanufactured toner and ink cartridges
- as many products and services from fellow certified Bay Area green businesses
- paper products not processed with chlorine or any chlorine derivatives and with 50%-100% recycled content (or tree free paper)
- products with least packaging (no plastic, styrofoam, aerosol packaging)
- Energy Star rated appliances and office equipment.
- most water efficient toilets, urinals, showerheads and faucet aerators
- print business cards on 100% recycled paper with soy/veggie/or other low VOC inks



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Conserve

We shall conserve fossil fuels by -

- promoting the use of public transit,
- offering telecommuting options,
- participating in spare the air campaigns

We shall strive to collaborate with the San Francisco Port to remodel using LEED Green building standards.

Employee Education

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

- hosting only zero waste events i.e. ensuring that no waste is generated during company picnics, meetings.
- training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing etc.
- offer incentives to encourage environmentally preferable practices such as recycling champion, transit hero etc.
- inform employees of environmental issues in company newsletters, training material and staff meeting discussions
- endlessly search out ways to improve Cappa & Graham's triple bottom line fully considering social, environmental and economic impacts.

WHO IS RESPONSIBLE? Brendan V. Lange – Environmental Officer and Account Coordinator

SIGNATURE

DATE OF ADOPTION

7/15/08