

Local Operating Procedures



BOONE CREEK
OUTDOORS

****This document is not shared in full****

Please note that only the sustainability related policies adopted by Boone Creek Outdoors listed below.

Appendix L (Example Only – not to be printed for distribution)

A1. Sustainability statement:

"Boone Creek Outdoors is committed to making smart decisions to protect the environment and manage our environmental impact responsibly. We have taken a number of steps to reduce our environmental impact and underscore our commitment to sustainability."

E2. Establish a power-down policy and checklist that includes items such as shutting off lights at night.

As an organization, Boone Creek Outdoors recognizes the importance establishing an office power-down policy in order to save electricity and increase the longevity of lighting and electronics within the workplace. The following policy outlines our commitment as an organization to properly shut down the workplace at the end of each workday. This document will be included in Standard Operating Procedures, staff manuals, and other applicable materials. This information will also be disseminated to upper management, employees, and custodial staff to ensure that shut-down procedures are communicated and conducted in an efficient manner.

Employees shall:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every work day.
3. Turn off your power strip at the end of every work day.
4. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use.
5. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
6. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Use the stairs when possible.
8. Utilize videoconferencing and conference calls as an alternative to travel when possible.
9. Limit the use of space heaters.

This policy was adopted on 6/28/18 and will be included in all appropriate company administrative documents henceforth.

WQ3. Establish a policy for proper disposal of fats, oils, and grease, distribute to staff, and post in key areas.

As an organization, Boone Creek Outdoors recognizes the importance of ensuring the proper disposal of fats, oils, and grease generated within the workplace. The following policy outlines our commitment as an organization to properly shut down the workplace at the end of each workday. This document will be included in Standard Operating Procedures, staff manuals, and other applicable materials. This information will also be disseminated to upper management, employees, and custodial staff to ensure that F.O.G. disposal procedures are communicated and conducted in an efficient manner.

Boone Creek Outdoors will educate employees about the proper disposal of F.O.G. in the work place as well as encourage them to extend these habits to their home.

This policy was adopted on 6/28/18 and will be included in all appropriate company administrative documents henceforth.

T2. Establish and implement a no-idling policy.

As an organization, Boone Creek Outdoors recognizes the importance establishing a no-idling policy in order to cut carbon emissions. The following policy outlines our commitment as an organization to properly implement no –idling in and on company property. This document will be included in Standard Operating Procedures, staff manuals, and other applicable materials. This information will also be disseminated to upper management and employees to ensure that no-idling procedures are communicated and conducted in an efficient manner.

Employees shall:

1. Refrain from idling in parked company vehicles. Exceptions may be made if temperatures are below 40 degrees or above 75 degrees.
2. Refrain from idling in personal vehicles on company property.

This policy was adopted on 6/28/18 and will be included in all appropriate company administrative documents henceforth.