

Green Policy

Overview: D&D Disability Management is committed to doing its part in the global effort to minimize pollution. We have developed a policy and procedures that all D&D employees must follow.

Practice Applies to:	All D&D Disability Management Assessors & Staff
Process Responsibility:	President
Final Accountability:	Senior Management (Director and above)

Guidelines:

- Minimizing the generation of waste
- Reducing energy and resource consumption
- Using materials that are environmentally friendly, when building or renovating premises
- Improving staff awareness of the importance of energy conservation, through restricted use of lights, heating, air conditioning, and water
- Ensuring that energy conservation and waste recycling is implemented at all levels of our organization
- Continually reviewing our policy to ensure that we are current with all relevant changes within the government, and within the industry in general
- D&D Disability Management will address staff concerns regarding indoor air quality immediately on being made aware of the problem. This includes odors, poor air circulation, uncomfortable temperature etc.

Details: We have implemented the following at D&D Disability Management locations. These actions will be reviewed regularly and improved as circumstances indicate:

- Recycling programs and security shredding
- Paper: FSC Certified, Acid Free, chlorine-FREE
- Avoid colour printing where possible
- Turning off of lights and computers when not in use
- Maintaining air conditioning at no lower than 26 degrees
- Maintaining heating no higher than 21 degrees
- Replacing fluorescent bulbs with incandescent lights
- Using recyclable material wherever possible
- Providing washable cups to all staff to minimize trash
- We are a paperless organization and maintain this with all participating customers