

## Sample Green Leasing Policy for “Responsible Company”

The Responsible Company has adopted a green leasing policy that guides its contracting strategies as they relate to leasing office space. The Responsible Company will adhere to the following practices when economically feasible.

### **General Sustainability**

- Preferentially select a network of vendors that have expertise in sustainable practices
- Continually improve and upgrade water efficiency, energy utilization, and waste management within facilities
- Maintain a high level of internal expertise regarding sustainability
- Conduct regular financial analysis to assess the potential benefits of using or implementing more efficient equipment and practices in facilities

### **Site Selection**

- Select sites that favor alternative means of transportation or shorter commuting distances for employees
- During the site selection process the Responsible Company will measure and evaluate a site’s overall sustainability performance
- Preferentially select buildings with high ENERGYSTAR ratings

### **Energy Efficiency**

- Use ENERGYSTAR and WATERSENSE products and equipment
- Take advantage of the utility company’s audit and incentive programs implementing cost-effective measures
- Utilize occupancy-based lighting control systems with appropriate zoning and daylight linking

### **Water Utilization**

- Minimize water usage by landscaping with conservation-oriented plants (native, drought tolerant) and installing highly efficient water fixtures

### **Waste Management**

- Promote recycling to the maximum extent possible