

WESTERN RETAIL SERVICES: ENVIRONMENTAL SUSTAINABILITY POLICY

“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.” -- Margaret Mead

1.0 PURPOSE:

- 1.1 At Western Retail Services (WRS), we are committed to working locally with campus partners, community groups and vendors by implementing projects that support the environmental wellbeing of our community now and for future generations.
- 1.2 WRS acknowledges that a good quality of life cannot be sustained without a healthy natural environment.
- 1.3 WRS’s legacy through environmental stewardship will greatly impact Western’s community in the future. We have a responsibility to demonstrate environmental leadership at Western, in the London community and in our industry.
- 1.4 Environmentally responsible management practices can often be cost effective, especially when considering the total system costs.
- 1.5 To accomplish our purpose:
 - i. Individuals, departments and our unit are responsible for ensuring sustainable practices in our operations;
 - ii. We will consult and collaborate with employees about sustainable practices at Western Retail Services; and
 - iii. We will consider the fiscal impact on our customers and our resources.
- 1.6 We will conduct regular assessments of projects and their outcomes and provide an annual report to all employees.

2.0 APPLICATION:

- 2.1 This Policy shall apply to all employees at:
 - i. The Book Store at Western
 - ii. Books Plus
 - iii. Campus Computer Store
 - iv. Graphic Services
- 2.2 The policy shall be considered during the planning and implementation of all activities, events, and day-to-day operations.
- 2.3 Through a combination of short-term projects, employee education, and prospective plans, we seek to accomplish our purpose.

3.0 OBJECTIVE:

- 3.1 The intent of this Policy is not to impose financial burdens on those to whom it applies. The Policy will ensure due diligence process that is likely to uncover alternatives that meet both economic and environmental criteria.
- 3.2 The objective of this Policy is to increase our positive footprint on the environment and to encourage environmentally sustainable practices. As such, this Policy sets guidelines for environmental performance, and encourages collaboration in achieving those objectives, as well as overall awareness of the issues.
- 3.3 Through this Policy, WRS establishes its commitment to the environment, and strives to become accountable

regarding our commitment to environmental sustainability on behalf of Western's community.

4.0 POLICY:

4.1 Procurement

In purchasing decisions, WRS will consider selecting the most environmentally friendly product or service that is economically viable. Consideration shall be given to those products or services that:

- i. Contain reused and reusable materials;
- ii. Are certified by recognized environmental organizations (e.g. Eco-logo);
- iii. Contain materials manufactured without toxic chemicals;
- iv. Have minimal packaging;
- v. Contain materials that biodegrade naturally and rapidly; and/or
- vi. Contain recycled and post-consumer content.

4.2 Waste

- i. WRS is aware of its resource consumption and will try to reduce it whenever possible.
- ii. WRS will strive to reduce consumption by reusing products whenever possible.
- iii. WRS shall ensure that recycling bins are present in all areas of, or adjacent to its activities and operations.
- iv. WRS will strive to redesign or implement processes where feasible that close the material loop, generating minimal waste, and reducing energy consumption.

4.3 Energy Usage

- i. Where practical, WRS will strive to apply lighting and energy conservation.

5.0 EMPLOYEE EDUCATION AND TRAINING

- 5.1 All persons occupying management positions at WRS have a responsibility to make their employees aware of the principles of this policy. These persons are also responsible for ensuring employees adhere to and implement the principles of this policy for all activities, events, and day-to-day operations.