



## Chicory Wealth Green Home Office Policy

Because we are an all-virtual business with a desire to champion environmental stewardship and a healthy lifestyle for our employees, we have developed this policy to encourage employees to manage their home offices in the most sustainable and healthy ways possible. A list of helpful resources is at the end of this policy.

- When products must be purchased for your home office, please consider the environmental impact of the purchase, including the packaging. For example, consider recyclable or compostable mailers, products that limit packaging, environmentally friendly office furniture, compostable trash bags, and natural cleaning products. Avoid single-use plastics if at all possible. We have moved to an almost paperless office, but when paper printing is needed, use recycled paper and [recycled ink cartridges](#) and/or soy-based ink (if available), and print double-sided and with black ink when possible.
- Use LED or energy-efficient lightbulbs, turn off lights when not in use, and unplug electronics not in regular use or at night. Using [smart power strips](#) and [smart plugs](#) can make this easier. We encourage minimizing heating and cooling to the extent possible (recommendation: 67 for heating and 74-78 for cooling). Using energy-efficient thermostats is helpful with this. You can also check with your current electricity supplier to see if they provide green energy options. The [EPA has advice](#) on how to buy clean electricity. A great way to begin the process of creating an energy-efficient office is by getting an energy assessment (audit) to determine the most cost-effective improvements for a home. Many providers have a program for doing that (for example [Georgia Power's Home Energy Improvement Program](#).)
- We encourage the recycling of paper and other waste, though business paper should be shredded. If you are using an inkjet printer at home, be sure and return the empty cartridges to the store of purchase so they can be recycled. It is sometimes possible to use refillable cartridges instead.
- Consider charging your office's USB devices with solar power. This is an inexpensive green transition that can help save energy, particularly for charging devices that are constantly plugged in while not in use.

- Electronics that must be disposed of should be wiped clean of all data and sent back to the Operations Department of Chicory Wealth. Most household batteries are not considered hazardous waste, but lithium batteries must be disposed of at a hazardous waste facility or during a local hazardous waste collection event.
- When arranging your home office, consider the ergonomic implications of the set-up, so you remain healthy during your workday. For instance, choose a good chair that's the right height and supports your spinal curves, avoid excessive reaching for your mouse and other items, use an ergonomically designed keyboard and a wrist rest, use a headset for the phone, add a footrest to your desk, consider a desk that will move from standing to sitting, etc. [Read this Mayo Clinic article](#) to get more detailed tips. Chicory Wealth will pay for equipment and furniture to improve your ergonomic experience.
- Be sure to move around at regular intervals during your workday. Set a timer if you need to. Read about the importance of regular movement during the day and other tips to stay active [here](#).
- [Studies](#) have shown that having a plant in your home office can improve air quality there.
- Because we are an all-virtual company, mailing is a necessity; however, we will reduce the need for this when possible, and when it is required, we will attempt to use recycled and recyclable packaging.
- As a business, we will avoid purchasing excessive marketing materials and gifts; however, when we do purchase such items, we will order the most environmentally friendly and humanely made items we can, and make a preference for locally made items.
- While many of our events will be online, when we do hold in-person events, we will attempt to use local venues, foods, and caterers; avoid single-use utensils and other items; and encourage ride-sharing.
- Because of the large carbon footprint caused by travel, we will attempt to reduce work-related trips to a minimum, although we understand that some travel will be required.

#### HELPFUL RESOURCES:

- If you need to purchase something, you might start by looking through the **B Corporation directory** to see what's available there: <https://bcorporation.net/directory>
- **Greenline Paper Company** (recycled paper products, green cleaning products, compostable trashbags and more): <https://greenlinepaper.com/>

- **New Leaf Paper** (recycled office paper – a B Corp): <https://newleafpaper.com/>
- **Eco-Pens** (green writing pens): <https://eco-pens.com/>
- **Seventh Generation** (non-toxic cleaners – a B Corp):  
<https://www.seventhgeneration.com/home>
- **Renology** (solar chargers, etc.): <https://www.renogy.com/>
- **Eco Promotional Products** (green marketing products -- a women-owned, B Corp):  
<https://www.ecopromotionsonline.com/>
- **Evolution Bags** (compostable trash bags – member of 1% for the Planet):  
<https://evolutionbags.com/>
- **Ecoenclose** (biodegradable packaging and packing tape): <https://www.ecoenclose.com/>

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