

# ENVIRONMENTAL STEWARDSHIP

## PURPOSE OF DOCUMENT

Baba Yaga Consultancy is a consultancy firm providing services to small and medium sized businesses across the globe in their sustainability transformation.

As a digital business, our operations are handled out of 100% virtual offices and is intended to remain this way as the team expands. This document serves as an internal policy to ensure that all employees and contractors who facilitate our business manages their virtual offices aligned with our company values for a sustainable future.

This document forms part of our Code of Ethics and is updated from time to time.

## PRINCIPLES OF VIRTUAL OFFICES

The key environmental footprint of virtual offices is covered by the following key categories:

- Energy consumption by home offices
- Office equipment including laptops, printers, mobile devices
- Office supplies including printed material, standard stationery

This policy outlines the best practices to balance our environmental footprint from our operations.

## ENERGY CONSUMPTION BY HOME OFFICES

Simple best practices can help keep our energy consumption balanced:

- Maximise the benefits of natural light and open windows for good ventilation to reduce the usage of lights, heating and air conditioning.
- Simple acts such as switching lights off behind you when you leave a room can help reduce electricity consumption.
- Unplug laptops and mobile chargers when being left idle for a long period of time. A plugged-in laptop on idle uses 57kwh of energy each year that could have been saved.
- Opt for LED and CFL light bulbs. They use 75% less energy and last much longer than incandescent ones.
- For smaller mobile devices, they can often be charged using portable solar panels or charging devices.
- Where available and possible, seek to switch your home office electricity supplies to renewable energy. This will have overall positive impact towards your household's impact, not just your work.

Useful resources with simple tips that can help improve your home office energy efficiency:

<https://yourplanyourplanet.sustainability.google/>

## OFFICE ELECTRONIC EQUIPMENT

On our day-to-day usage, below are the best practices:

- Keeping your operating systems up to date will help optimise the energy efficiency of your devices.
- For monitors / screens, turn them off when not in use.
- Unplug chargers if your laptop or device will not be used for a pro-long period of time (i.e. being on leave)

### Purchasing devices

Baba Yaga company equipment shall be purchased with the following preferences:

- Be conscious of the energy consumption of your electronic devices, opt for energy saving options when any new devices need to be purchased.
- When selecting between brands / shops, give preference to those that have a collection or take back program to consider the end-of-life handling before buying any devices.
- Prioritise refurbished devices purchased from official channels (Example, Windows have officially refurbished devices available from their website)
- Consider devices that are made of recycled materials, and ethical sources (Example, Fairphone is a mobile phone company that produces ethically made mobile phones from recycled and environmentally considered sources with a take-back program for old devices; many mainstream producers now have more environmentally considered options)
- Consider devices that are made to last. Apart from the hardware, most of our electronic devices are no longer usable because the operating systems become outdated quickly. Please do research on the number of operating system updates that the device will support prior to purchasing to avoid frequent purchases.

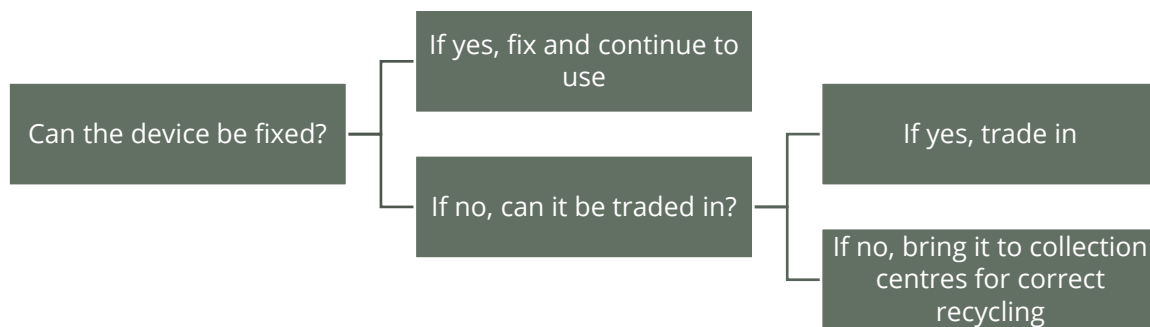
The below is our decision tree for Baba Yaga electronic equipment:



## Devices that do not function properly

- We must attempt to fix devices prior to considering replacements.
- For any equipment that needs to be disposed, they must be disposed in a correct manner to avoid the environmental and health hazards that incorrectly disposed e-waste may create. As much as possible, old electronic devices should be recycled by sending them back to the producer, or companies that specialise in the same.
- All devices that need to be disposed must be recorded with the method of disposal with collection receipts or photos for recordkeeping purposes.

Below is our decision tree for disposal of old devices:



## OFFICE SUPPLIES

Companies that have invested their resources and efforts into obtaining credible environmental and social accreditation are highly valued by Baba Yaga Consultancy, as we believe that this is a key differentiator to help consumers build confidence in their consumption choices.

As we are mainly a digital business, the first decision for office supplies is to refuse. If it is not necessary, do not purchase.

If the supplies are necessary, we strongly recommend selected supplies from:

- B Corp companies
- Paper products that have FSC certification, are made of recycled paper, or alternative materials such as stone
- Printing suppliers (ink) that are environmentally friendly – including soy ink

Make sure that all office supplies are disposed properly according to your local waste separation programs for recycling.