



Nana Design

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Strategic Communications and Graphic Design

Member since April 2012

MANAGEMENT AND LEADERSHIP



Environmental Policy Statement

Nana Design recognizes that virtually all the activities of an organization or an individual have some impact on the environment. As a company that helps organizations committed to social good, Nana Design is dedicated to the incorporation of environment-friendly practices as part of our business culture and strategy. Although we currently operate in a shared office environment that we do not have utility control over, we are committed to reducing the impact of our company as much as possible.

As a result of our environmental commitment, our policy requires that all employees follow the following policies:

- *Dispose of hazardous waste (batteries, paint, electronic equipment, etc.) responsibly. Follow Montgomery County guidelines for recycling commercial hazardous waste via disposing is through the ECOWISE program http://www.montgomerycountymd.gov/swstmpl.asp?url=/content/dep/solid_waste/collection_services/hw/ecowise/index.asp*
- *Recycle paper, plastic, glass and cans as designated by the bins located throughout the company facility.*
- *When catering events, purchase and use recycled products and organic food as much as possible.*
- *Use non-chemical, non-toxic cleaning supplies when purchasing supplies for ourselves.*
- *Every year, Nana Design will buy RECs (renewable energy certificates) to offset the average electricity usage for our offices.*
- *Encourage the use of public transportation by providing pre-paid metro cards for employees that use the metro.*
- *Recycle ink cartridges through the Staples program and always purchase recycled office supplies when applicable (paper, folders, soy-based ink products etc.)*
- *Use both sides of the paper when possible before recycling.*

- *Work with FCS (Forestry Stewardship Council) certified vendors and environmentally friendly suppliers.*
- *Buy RECs to offset company travel when flying when possible.*

If an employee ever has questions or suggestions about or how to follow any of these policies, they are encouraged to direct their questions to the company principles—Polina Pinchevsky and Anne Boyle.

Environmentally Preferable Purchasing

Nana Design always tries to use vendors that are environment friendly and we encourage our clients to use printers that are sustainably certified such as Forest Stewardship Council certified.

When ordering office supplies, Nana Design always orders 100% recycled paper products and recycle our ink cartridges. We have also just discovered The Green Office, which provides 100% green office supplies and will start to use this vendor as our office supply shop.

WASTE

Solid Waste Reduction and Reuse

As stated in our policy, we print double-sided to reduce paper use.

Recycling

Our office space participates in a recycling program that includes: paper, cardboard, plastic, glass and metal and composting. Quantities and cost savings numbers are not available.

ENERGY

Energy Efficiency

Nana Design’s office uses automatic sleep modes for all computers and always turns all electronics off when not in the office. Our shared office space also has occupancy sensors on all office and conference room lights.

Renewable Energy

Since Nana Design is located in a shared office space, we are not aware of our electricity consumption, since we do not pay a separate electricity bill. However, we do purchase Certified Carbon Credits each year to offset the estimated

amount of energy we use, calculated by the square footage of our offices and amount of computers used.

Last year, we purchased 4MWh of National Wind Energy credits to offset our use of 3,931 kWh.

TRANSPORTATION

Employee Commute

We encourage the use of public transportation by providing pre-paid metro cards for employees that use the Metro.

WATER

Water Conservation

Our shared office space uses low-flow faucets in bathrooms as a measure to save water.