



Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

Family & Nursing Care



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Provider of home care/home care referral services

Member since November 2014

Management and Leadership

Environmental Policy Statement

Family & Nursing Care seeks to contribute to protecting the environment through good stewardship practices. In order to be responsible stewards, the Company has implemented the following initiatives and encourages all employees to take additional actions as they see fit.

Organizational Commitment

- *Information about our Green Program/Corporate Sustainability is included in job descriptions and new hire orientations for all office employees, Client Services Guides, and on our website.*
- *Sustainability is incorporated into staff meeting discussions through guest speakers, recycling demonstrations, and more.*
- *Family & Nursing Care encourages sustainability practices through our employee "Fundamentals."*
- *"Sustainability Tips" are emailed regularly to office employees to help them understand and implement the Company's sustainability initiatives and to provide them opportunities to green their personal lives.*

Environmental Team

Our Sustainability Steering Committee is comprised of six members, each of whom volunteers to serve on this committee in order to further our company's

goals of being more eco-friendly and sustainable. We meet on a monthly basis to work on various issues that we feel are important to meeting our company's sustainability objectives. We handled all aspects of getting certified and re-certified as a Green Business in Montgomery County and becoming a Maryland Green Business Registry member. The Committee oversees our reducing, reusing, and recycling efforts and created and implements our continuous improvement plan.



Environmentally Preferable Purchasing

- Letterhead, business cards, envelopes and marketing and promotional materials are purchased from local printing company Harris Plus, which uses "green" manufacturing practices: paper with at least 30% post-consumer recycled content and vegetable and/or other low-VOC inks; is a 100% wind powered facility; received Forest Stewardship Council™ chain-of-custody certification for its operations, and more.
- Our business cards, promotional materials, and other external communications are printed on paper that proudly displays the symbols for wind-power generated, vegetable-based inks, recycled paper, Green-e certified renewable energy, and Forest Stewardship Council. Example:



- Copier/printer paper provided for office use is made with 100% post-consumer recycled content.
- When possible, we purchase remanufactured laser printer and copier toner and ink cartridges.
- When purchasing electronics, purchasing staff are encouraged to purchase EPEAT and/or Energy Star products.
- Cleaning products purchased for office use are non-toxic, cruelty-free, and biodegradable.
- When ordering catered food, preference is given to companies that use sustainable business practices and that offer 100% plant-based (vegan) options, in part because animal agriculture/the production of meat and dairy is the primary cause of global climate change.
- We buy recyclable or biodegradable decorations when available and cost-effective.
- Company purchases of Styrofoam cups or other Styrofoam items are prohibited.

- *Office Manager places orders for supplies once per week so only one weekly delivery is necessary.*

Waste



Solid Waste Reduction and Reuse

- *Company printers and copiers are programmed to duplex printing.*
- *When existing copiers need to be replaced, Company policy requires that all new copiers and printers have the duplex printing feature.*
- *We are moving in the direction of becoming a paperless office to the extent possible. For example our Accounting department has instituted several measures that significantly reduced paper use.*
 - *Use of a third-party intermediary to electronically collect payments and send fees.*
 - *Caregiver portal for employed caregivers to see their paystubs, rather than mailing paystubs.*
 - *Use of Docu-sign, rather than emailing or mailing documents back and forth.*
 - *Online expense reporting and bill payment, reviewing financials electronically rather than printing them.*
- *The employee manual is maintained online on the Company portal. Hard copies are not given to employees.*
- *Over the last few years, we shifted to emailing a majority of Client Welcome Packets rather than sending hard copies by mail, which resulted in better meeting our client's needs, using less paper, cost savings on printing and mailing, and less staff time devoted to ordering and mailing out the packets. We reduced the printing of Client welcome packets from 350 in 2015 to just 50 in 2018.*
- *The Company provides reusable kitchenware (e.g., plates, mugs, utensils, etc.).*
- *Employees are encouraged to reduce their use of plastic or paper grocery and restaurant carry-out bags by using reusable bags instead.*
- *The Company donates usable electronics to local schools and charities.*
- *We reuse decorations from previous years, if possible.*
- *Used binders and folders are re-used when possible before being recycled.*

- *Preference is given to share important information with staff, clients, and office visitors on a digital screen in the lobby and via email rather than with printed and mailed materials.*
- *The Company discontinued the use of fax machines in 2018 in favor of e-fax services, preventing unnecessary printing.*

Recycling

- *We recycle all items required by Montgomery County: paper products including office paper, newspapers and cardboard, plastic, glass, and aluminum.*
- *We participate in the Terracycle Candy, Energy Bar, and Snack Wrapper Zero Waste Program.*
- *We collect plastic bags and recycle them at nearby grocery stores.*
- *We encourage employees to recycle plastic bags in a plastic-bag recycling bin, which our staff takes to the recycling drop-off point at local grocery stores.*
- *All toner/ink cartridges are recycled.*
- *Unused or damaged electronic and computer equipment are recycled or donated.*
- *Burnt out light bulbs are recycled.*

We estimate that approximately 70% of our waste is recycled. We recycle 90-95% of the plastic bags, film, packaging, and other plastics that are eligible for recycling through supermarket recycling programs. Our building has an annual electronics-recycling program.

Energy

Energy Efficiency

- *A preference is given to purchasing office equipment with “Energy Star” and EPEAT certification.*
- *All work stations and offices have power strips for equipment to easily control phantom power loads.*
- *Office lighting is motion-sensored to promote energy conservation.*
- *Almost all lighting fixtures use energy-efficient fluorescent light bulbs.*
- *All windows are sealed and do not open.*
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Transportation



Employee Commute

- *The Company provides a discounted benefit to employees who use public transportation to commute to and from work.*
- *Our office building is located one block from the closest Metro and MARC station.*
- *Bicycle racks are available in our building's parking garage.*
- *Telecommuting opportunities are considered when appropriate. More than 30% of our staff have some type of remote work arrangement.*



Efficient Business Travel

- *Videoconferencing and phone conferencing is used to reduce employee travel for staff meetings, leadership meetings, and other meetings as needed.*

Other

- *Family & Nursing Care is a [Montgomery County Certified Green Business](#).*
- *In 2013, we were a mentor company in Montgomery County's first Partners in Recycling Program to help an assigned mentee- business implement a recycling program.*

Profile Updated September 2018



Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.

Learn more at green.maryland.gov

