

Kilroy Green Office Policy

Kilroy is committed to sustainable business operations and has developed a Green Office Policy to ensure that our sustainable practices include our own operations. This policy promotes environmental action among our team members to reduce waste, increase energy and water efficiency, optimize employee health, and source environmentally friendly office supplies.

RECYCLING

- Ensure recycling bins are placed at each workstation.
- Provide composting services, if available (varies by region).
- Position recycling and composting bins with signage in centralized locations such as break rooms and conference rooms to promote proper disposal of materials.

SINGLE-USE ITEMS

- Replace single-use dishware such as cutlery, bowls, plates and cups with reusable options.
- If a reusable option is not practical, replace non-compostable dishware with compostable alternatives.
- Reserve water bottles for meetings only. Employees are encouraged to offer reusable drinking glasses to guests in lieu of water bottles.

HEALTH AND WELLNESS

- Provide a selection of nutritious snacks such as fruits and vegetables and healthier alternatives of dry snacks such as chips, cookies, etc.
- Provide ergonomic (sit-stand) desks at all occupied workstations.

WATER

- Install aerators on all faucets to reduce flow rate.
- Install water detection devices near water fixtures, such as under sinks, behind refrigerators and other areas that utilize a plumbing line.

ENERGY

- Turn off computer MONITORS at the end of each workday or during extended time away from the computer. COMPUTERS SHOULD REMAIN ON AT THE END OF EACH DAY.
- Install occupancy sensors throughout the office and conference rooms.
- Replace incandescent and compact florescent bulbs with LEDs throughout the office whenever possible.

SUSTAINABLE PURCHASING

- Purchase office products that are made with recycled or environmentally friendly materials.
- Ensure that all newly purchased appliances are ENERGY STAR rated.