



BOMA BEST® Sustainable Workplaces

Certification Program for Tenants and Organizational Workspaces

Contents

1	Introduction	3
2	Environmental / Sustainability Policies	4
2.1	Energy	4
2.2	Water	4
2.3	Electronic Waste	4
2.4	Recycling and Waste Diversion.....	4
2.5	Sustainable Spaces	4
2.6	Sustainable Travel and Commuting	5
2.7	Indoor Air Quality	5
3	Objectives, Goals and Programs.....	6
4	Procurement.....	7
5	Communication.....	8
6	Certification and Renewal Requirements	9

1 Introduction

Many organizations, as part of their corporate sustainability efforts have made significant commitments to occupy space only in buildings built to a “green” standard.

While a building that is built to a “green” standard should have a lower environmental footprint, it is the management of on-going operations that has the greatest impact on environmental performance, energy usage and water usage. As such, thousands of buildings are now also pursuing a “green” operations certification (such as BOMA BEST®) to demonstrate an ongoing commitment to reducing environmental impacts.

The Building Owners and Managers Association of Canada (BOMA Canada) welcomes the trend among commercial tenants to specify and occupy space that is being operated to a recognized green building standard (such as BOMA BEST®).

BOMA Canada also recognizes that more and more organizations are ready to look beyond just the certification of the building they occupy. Today, organizations are increasingly measuring and monitoring their own environmental performance including how they support green building operations and how they provide a healthier work environment.

BOMA BEST® Sustainable Workplaces has been developed with this trend in mind. The program allows organizations to implement a set of policies, procedures, and programs that will provide:

- A baseline to begin tracking and then reducing their environmental impact;
- Best practices that will support sustainable building operations;
- Best practices to support a healthier work environment;
- An effective program to support overall sustainability efforts; and
- Recognition as a leader in corporate sustainability efforts.

2 Environmental / Sustainability Policies

Requirement:

The organization / workplace shall define their environmental and sustainability policy or policies and ensure that the aforementioned:

- Provide the outline or framework for setting and reviewing objectives and goals;
- Are communicated to all persons working within the organization;
- Are approved by the appropriate level of top management and publically available.

2.1 Energy

The policy shall include a commitment to monitor, measure, and reduce energy consumption that is within the control of the organization.

2.2 Water

The policy shall include a commitment to monitor, measure, and reduce water consumption that is within the control of the organization.

2.3 Electronic Waste

The policy shall include a commitment to monitor, measure, and recycle electronic waste (e-waste) that is within the control of the organization and to the extent where facilities exists.

2.4 Recycling and Waste Diversion

The policy shall include a commitment to monitor, measure, recycle, and reduce the creation of general office and organic waste within the control of the organization and to the extent where facilities exists.

2.5 Sustainable Spaces

The policy shall include a commitment that all space rented, leased and / or built by the organization will meet an appropriate green building certification program such as BOMA BEST®.

It shall include a commitment that all space renovated by or on behalf of the organization will take into account where possible:

- The use of sustainable materials and the minimization of construction waste
- The minimization of the predicted energy and water use
- Facilities for recycling
- Access to natural light for employees/occupants
- Controls for lighting and HVAC that allow for individual, room or sector controls
- Any other sustainability traits that are deemed appropriate.



2.6 Sustainable Travel and Commuting

The policy shall include a commitment to promote more sustainable commuting options for employee travel to work (walking/ biking/public transport/car pool/ home based offices) and also a commitment to monitor, measure, and reduce business-related travel.

2.7 Indoor Air Quality

The policy shall include a commitment that employee concerns around indoor air quality (scent free zones, use of VOCs) be monitored, measured, and addressed where applicable.

3 Objectives, Goals and Programs

Requirement:

Objectives and goals for improvement shall be established (and where practical, measurable), and shall should be consistent with and support the organization's policies defined in Section 2 Environmental Policies.

The organization / workplace should consider various options to develop their objectives, goals and programs and to improve their performance including:

- technological options;
- financial options;
- operational issues;
- business requirements;
- cultural options and leadership.

Requirement:

The organization / workplace shall establish, implement and maintain programmes (where appropriate) for achieving its objectives and goals in the following areas:

- Energy
- Water
- Electronic Waste
- Recycling and Waste Diversion
- Sustainable Spaces
- Sustainable Travel and Commuting
- Indoor Air Quality

Programs should include (as appropriate)

- Defined responsibilities for achieving the objectives and goals at the relevant functions and levels of the organization / workplace;
- The resources needed and time-frame by which they are to be achieved;
- A champion for the program(s) at relevant management levels.

4 Procurement

Requirement:

The organization / workplace shall develop sustainable procurement policies and practices that address:

Information Technology

Products procured, where available and economically feasible, shall be minimum ENERGY STAR or EPEAT compliant (or other recognized energy efficiency standard for IT Equipment).

Office Supplies & Furniture

Products procured, where available and economically feasible, shall have sustainability certifications (e.g. Eco Logo – FSC – PEFC/SFI)

Other Electrical and Appliances

Products procured, where available and economically feasible, shall be minimum ENERGY STAR compliant (or other recognized energy efficiency standard) where available.

Other Products and Services

Other products and services with superior sustainability attributes shall be preferred.

5 Communication

Requirement:

The organization / workplace shall establish appropriate levels of internal communication between the various levels and functions of the organization with respect to:

- Policies
- Objectives
- Goals
- Programmes
- Success rate

6 Certification and Renewal Requirements

- To certify or renew certification, organizations are required to provide full details of the workplace they are looking to certify including:
 - Organization name;
 - Workplace address(es);
 - Number of employees; and
 - Primary Contact person's name, address, phone and email.
- Organizations are required to submit a full documentation package for review by BOMA Canada that demonstrates compliance with the requirements of the program.
- BOMA Canada will review all documentation and determine if an onsite visit is required to verify compliance.
- Certifications are valid for a period of three (3) years from initial certification based on the following :
 - Initial and annual certification fees are paid;
 - An annual Program Performance Report is submitted (see below);
 - Program requirements are continued to be fulfilled; and
 - Any areas of non-conformance or non-compliance are addressed in a timely fashion and approved by BOMA Canada.
- Within sixty days of the first anniversary of certification and annually thereafter, organizations must submit a BOMA BEST® Sustainable Workplace Program Performance Report demonstrating on-going progress in achieving their goals and /or continuous improvement in their operations.