**CYAM Sustainability Commitment**

As of 5/1/2011

CYAM is committed to making a positive contribution to our community by being mindful of the environment and our neighbors, both local and global, in all our actions. We give preference to locally produced goods and services, purchased from local and independent businesses. CYAM’s definition of local, as a business on the borders of VT and NH, is to purchase through local businesses within the states of Vermont and New Hampshire. Given the rural nature of where our business is housed we are willing to go beyond the traditional 50 mile radius.

Similarly, we select our other suppliers based upon their business ethics and a shared commitment to the “triple bottom line,” a commitment to people, to profit, and to the planet. If we need to go beyond local for goods and services we

1. Ask suppliers if they source locally

2. Ask suppliers for copies of their environmental and social policies. Ensure that they meet our broad based social screens

3. Actively seek to recruit minority owned businesses into our supplier mix when possible

In the office we recycle paper, cardboard, plastic, aluminum and glass. We purchase environmentally-friendly cleaning solutions, and a portion of our electricity is supplied by wind energy, a renewable source of energy with no fuel and no pollution. Collectively we work to:

1. Keep copiers and printers in good repair and make it a policy to only buy or lease copiers and printers that will do two-sided copying reliably.

2. Reuse paper already printed on one side by manually feeding it into copiers and printers for internal documents

 3. Use e-mail instead of paper for memos, billing etc.

 4. Electronically backup and file as much as possible. Move to electronic filing by 2013

 5. Practice efficient copying

6. Send the paper based newsletter w/o envelope by 2011. Move to electronic delivery of the newsletter by EOY 2012.

7. Reuse old paper as notepads. Draft documents should be reviewed and edited and shared on-screen.

In an effort to reduce energy usage CYAM is committed to purchase or lease computer monitors and office machines with energy-saving automatic shutdown features such as equipment with the Energy Star Label. Computers, copiers, lights and other equipment when not in use, will be turned off every night and every weekend. Turn off lights when not in use and set thermostats to 68 when in use and off when not. Turn off and unplug coffee machines, desk lamps and fans. In the winter, open shades and blinds during the daylight hours and close appropriately during the summer to reduce energy usuage. Lastly ensure that doors and window have tight seals and remain closed.