

PlanetClean®

Positioning, Policies and Procedures Documents

PlanetClean®
Your Source for Clean™

PlanetClean

Positions, Policies and Procedures

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Environmental Positioning, Policies and Procedures

A. Sustainability Statement

At PlanetClean®, our commitment to sustainability means contributing to a stable economy while managing the social and environmental impacts of our business. We evaluate our processes and continually implement new strategies to improve efficiencies and minimize our ecological footprint.

B. Code of Conduct

Being a friend of the environment is not a new initiative at PlanetClean®. PlanetClean® has been practicing environmentally conscious processes in all aspects of its business for many years. Careful attention is paid not only to the amount of energy we consume but what we emit back into the environment.

As a company, we seek out ways to be environmentally friendly in how we design, how we operate our facilities, and in our partnerships with suppliers who are committed to sustainable development.

Our employees are directed to reduce energy consumption wherever possible, with meeting room lights turned off when not in use and computers and monitors turned off overnight.

PlanetClean® strives to recycle, reuse, or salvage our materials and scrap.

Within our company, efforts such as the following contribute to our green initiative:

1. Complying with or exceeding environmental regulations
2. Conducting operations in an environmentally sound manner
3. Applying the principles of reduce, reuse and recycle in all processes
 - All Cardboard is recycled
 - i. Only using Biodegradable garbage bags and plastic bin liners
 - ii. Newsprint, magazines, and office paper recycled
 - iii. Shipping pallets recycled
 - iv. 2 sided printing to reduce consumption
 - v. All printed materials created using recycled and renewable papers and soy based or vegetable inks
 - vi. Reduction of paper generated with digital on-demand computer system.
4. Promoting environmental responsibility among our employees
5. Striving to ensure that suppliers agree to comply with environmental regulations

6. Pursuing continuous improvement in our environmental performance
7. Clearly communicating PlanetClean®'s environmental policy, practices, and impact to interested parties

Along with our efforts for recycling, we also research, source and if necessary, manufacture new products that are environmentally friendly alternatives.

PlanetClean® understands the importance of the LEED (Leadership in Energy and Environmental Design) certification and welcomes the challenge to build safe and sustainable buildings by aligning our products with the standards set by LEED.

We believe that environmentally friendly practices make us more efficient and help us manage our costs which in turn benefit the facility owner, tenants and customers and the community.

C. Environmental Mission Statement

PlanetClean® is committed to:

1. Replacing dangerous, unhealthy and toxic cleaning chemicals with safer 3rd party certified "GREEN" alternative products in our Homes, our Schools, Offices and in our workplaces.
2. Making our customers aware of environmentally friendly alternatives and drawing public attention and community grass roots action to such issues as Sick Building Syndrome, Multiple Chemical Sensitivities (M.C.S.), Indoor Air Quality (I.A.Q.), Allergic Triggers, Respiratory Ailments, especially Asthma and other environmental concerns effecting our Planet, our Children and our Pets.
3. PlanetClean® is committed to environmental stewardship and to educating to make more responsible global citizens who care about our environment.
4. Our commitment to environmental awareness and preservation is reflected throughout our business.

D. Environmental Vision Statement

As an environmentally friendly company and responsible corporate citizen, PlanetClean® has the opportunity to be a leader in promoting the sustainable use of the Earth's resources. We are committed to sustainable environmental practices, making their benefits apparent to stakeholders at all levels.

In addition to educating our staff, companies, partners and the community, we will demonstrate by our own policies and practices that we are good environmental stewards. Sustainable practices will be an integral part of our management and operations when building and renovating, in reducing pollution and waste, in using appropriate energy resources and

materials, and in protecting and incorporating the native environment in our stores. Indoor and outdoor environments should be healthful and aesthetically pleasing.

In an effort to reduce our overall paper consumption we are moving towards more electronic publishing and communication. This will offer consumers greater information at their fingertips, while reducing the volume of our printed materials.

We have established a Green Committee as an employee-based group that dedicates part of their workweek towards reducing the environmental footprint of our business. Through research and identifying problem areas within the company, Green Committee members will propose and implement more sustainable solutions companywide.

Along with our efforts for recycling, we also research, source and sometimes manufacture new products that are environmentally friendly alternatives.

E. Supplier Code of Environmental Conduct

PlanetClean® expects suppliers to respect the human rights of their employees and to comply with all relevant legislation, regulations and directives in the countries and communities in which they operate.

Recognizing that sustainable business requires recognition of the planet's limited resources, PlanetClean® expects its suppliers to support goals around environmental issues.

1. Suppliers must have a written **environmental policy** appropriate to the size and nature of the supplier's operations that, in its fullest form, addresses CO₂ emissions, waste, energy, and wood & paper management.
2. Suppliers should have an **effective internal environmental management programme** with an adequately trained staff person who, ideally, is able to provide data around key environmental indicators.
3. Suppliers must abide by **all legislation and regulations** related to the protection of the environmental and the handling of dangerous and hazardous materials.
4. Suppliers must keep dangerous and/or **Hazardous Materials** to a minimum and make Material Safety Data Sheets available for all hazardous materials that are necessary.
5. Suppliers should work actively to **improve the environment** in the communities in which they operate and pursue initiatives to bring about such improvement

F. Environmental Procurement Policy

PlanetClean® is committed to the stewardship of the environment and to reducing our dependence on non-renewable energy. These “Green Purchasing” policies and procedures support the organization's commitment to sustainability.

Goal

The goal of this policy is to reduce the adverse environmental impact of our purchasing decisions by buying goods and services from manufacturers and vendors who share our commitment to the environment. Green purchasing is the method whereby environmental and social considerations are given equal weight to the price, availability, and performance criteria that progressive, responsible companies use to make purchasing decisions.

Green purchasing is also known as “environmentally preferred purchasing (EPP), green procurement, affirmative procurement, eco-procurement, and environmentally responsible purchasing,” particularly within US federal government agencies. Green purchasing minimizes negative environmental and social effects through the use of environmentally friendly products.

Core Principles

The aim of this environmental purchasing strategy is to develop policies consistent with these principles:

1. Minimize the consumption of non-replaceable natural resources by reviewing current and proposed future usage and evaluating the pros and cons of alternatives
2. Seek alternatives to products and processes that are detrimental to the environment by using more “environmentally friendly” products and processes
3. Minimize waste, including: any packaging, waste produced by the product (or service) in questions, and waste generated by the eventual disposal of the product
4. Maximize the reuse and recycling of materials
and
5. Stimulate demand for “environmentally friendly” products by letting manufacturers and suppliers know the environmental performance we expect in products.

1. Energy

1. All desktop computers, notebooks, and monitors purchased must meet all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “gold” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.
2. Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.
3. All electrical products purchased by PlanetClean® shall meet the Energy Star certification when available and practicable. When products with Energy Star labels are not available, products that are in the upper 25 per cent of energy efficiency shall be used.
4. Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when deemed appropriate by PlanetClean®.
5. When acquiring vehicles, the PlanetClean shall purchase/lease less polluting alternatives to diesel, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available and suitable for the use intended.

6. When acquiring or replacing inefficient interior or exterior lighting, energy efficient equipment shall be purchased.

2. Water

Purchase only the most water efficient appliances available. This includes, but is not limited to, automated and high performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

3. Toxins and Pollutants

1. Cleaning solvents should be biodegradable, phosphate free, and citrus-based when their use will not compromise quality of service.
2. Industrial and institutional cleaning products that meet Green Seal certification standards or environmental preference and performance shall be purchased or required to be used by janitorial contractors.
3. All surfactants and detergents used shall be readily biodegradable and shall not contain phosphates.
4. Vacuum cleaners that meet the requirements of the Carpet and Rug Institute's "Green Label Testing Program—Vacuum Cleaner Criteria" (capable of capturing 96 per cent of particulates measuring 0.3 microns and operating with a sound level less than 70dBA) shall be used by in-house staff and required for janitorial contractors.
5. Whenever possible, products and equipment should not contain lead or mercury. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
6. Pest control shall be managed through prevention—physical and mechanical—and through the purchase of environmentally friendly products. As a last resort, use of the least toxic pest control substance is required.

4. Bio-based Products

1. Compostable/biodegradable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM standards.
2. Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged.
3. Paper, paper products, and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged.

5. Forest Conservation

1. Ensure that all wood and wood contained within the products that PlanetClean® purchases is certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.
2. Purchase or use of previously used or salvaged wood and wood products are encouraged.

6. Recycling

1. Thirty per cent postconsumer waste recycled paper for all applications shall be the standard when quality of service is not compromised nor the health and safety of employees prejudiced.
2. Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.

7. Packaging

1. Packaging that is reusable, recyclable, or compostable is preferred, when suitable uses and programs exist, as is eliminating packaging or using the minimum amount necessary for product protection to the greatest extent practicable.

8. Green Building

1. Green purchasing concepts shall be integrated into architectural designs, final construction documents, and the final construction of all offices, warehouses or location buildings and renovations of property or facilities. All buildings and renovations undertaken shall follow green building practices for design, construction, and operations, where appropriate, as described in the LEED Rating System.
2. When maintaining buildings, products such as paint, carpeting, adhesives, furniture and casework with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde shall be used when practicable.
3. All carpet distributors and/or manufacturers of carpet installed at the university shall have a carpet recycling plan that is approved by Purchasing and Business Services.
4. The use of chlorofluorocarbon and halon-containing refrigerants, solvents, and other products shall be phased out, and new purchases of heating/ventilating/air conditioning, refrigeration, insulation, and fire suppression systems shall not contain them.

9. Landscaping

1. All landscape renovations, construction, and maintenance performed by internal staff members or contractors providing landscaping services shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible. This includes, but is not limited to, integrated pest management, drip irrigation, composting, and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
2. Landscape structures constructed of recycled content materials are encouraged. The amount of impervious surfaces in the landscape shall be limited, whenever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios, and driveways.
3. Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established should be purchased.

Exceptions

These policies are designed to do the most good for the resources expended. When the cost of following the policies outweighs their benefits, a variance/waiver can be obtained through Purchasing and Business Services.

Health & Safety, Vendor and Workforce Diversity Positioning & Policies

A. Health and Safety Policy Statement

We consider the health and safety of each of our employees to be of primary importance. Our objective is to conduct our business in the safest possible manner consistent with the Occupational Health & Safety Act whose regulation contains legal requirements that must be met by all workplaces under the inspection jurisdiction of WorkSafeBC or other Provinces, as well as other regional and national regulations and good practices.

Management recognizes the right of workers to work in a safe and healthy work environment. All employees, subcontractors, supervisors, and visitors will be held accountable for their health and safety performance. Remember, think first, use common sense, and don't take chances.

PlanetClean® is committed to preventing the accidental loss of any of its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety are shared. All employees will be equally responsible for minimizing accidents within our facilities and on our work sites. Safe work practices and job procedures will be clearly defined in the company's Health and Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

An attitude of cooperation in the promotion of accident prevention will assist in achieving our goal to make PlanetClean® a better, safer place to work. Our goal is 0 accidents for every 100,000 man hours.

***The safety information in this policy does not take precedence over WCB or Occupational Health and Safety legislation. All employees should be familiar with the *WCB, Occupational Health and Safety Act, TDG (if applicable) and WHMIS (current edition)*.**

B. Workforce Diversity Policy

1. Objectives - Policy statement

The Workforce Diversity Policy is a commitment by PlanetClean® and our Human Resources department, to create a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of our community, and our customers.

2. Commitment

We at PlanetClean® recognises that our staff are our greatest asset, and aims to attract and retain the very best people to support our high quality public education and training system. PlanetClean® respects people as individuals and values their differences. It is committed to creating a working environment that is fair and flexible, promotes personal and professional growth, and benefits from the capabilities of its diverse workforce.

The *Workforce Diversity Policy* provides guidance for the development and implementation of relevant plans, programs and initiatives to recognise and promote workforce diversity across all work areas of PlanetClean®.

3. Definition

Diversity in the context of PlanetClean® primarily refers to minorities and other groups who are underrepresented in our workforce. These groups include: women in senior leadership roles; First Nations people; people whose first language was not English and members of racial, ethnic and ethno-religious minority groups; and people with a disability.

Other dimensions of diversity include age diversity, family responsibilities, marital status, sexual orientation, educational level, life experience and socio-economic background.

PlanetClean® embraces workforce diversity as a source of strength. This is not only about increasing visible differences in the workforce, but more importantly it is about the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving and policy development. This gives expression to one of the core values of PlanetClean® Corporate Plan namely high quality staff.

In the PlanetClean® *Workforce Diversity Policy*, plans and implementation strategies and principles aim to: ensure that staff are selected for positions on merit; provide equitable access to employment, professional development and workplace participation for people who are underrepresented in our workforce; and ensure that workplaces are free from all forms of unlawful discrimination and harassment.

4. Objectives

The *Workforce Diversity Policy* provides a framework for PlanetClean® to achieve:

1. A diverse and skilled workforce that reflects the diversity of our community and leads to continuous improvement in service delivery.
2. Workplace culture characterised by inclusive practices and behaviours for the benefit of all staff and the public education and training system as a whole.
3. Improved employment and career development opportunities for people who are underrepresented in our workforce through specific programs and initiatives.
4. A work environment that values and utilises the contributions of employees with diverse backgrounds, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity.
5. Awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.

5. Audience and applicability

The *Workforce Diversity Policy* applies to all staff employed by PlanetClean®, PlanetClean® International and its subsidiaries, contractors and people applying for employment.

C. PlanetClean Vendor Code of Conduct

PlanetClean® aspires to be an ethical and socially responsible company. While PlanetClean® understands that vendors are independent entities, the business practices and actions of a vendor may, at times, impact PlanetClean®'s image or reputation in the community.

This Vendor Code of Conduct applies to all vendors that produce and/or provide goods and services for PlanetClean® or any of its subsidiaries, divisions, affiliates or agents. The purpose of this Code is to encourage ethical and socially responsible practices on the part of PlanetClean®'s vendors in a manner consistent with PlanetClean®'s core values.

While PlanetClean® recognizes that there are different legal and cultural environments in which vendors operate throughout the world, this Code sets forth the basic requirements that vendors shall embrace and adhere to when conducting business with and/or on behalf of PlanetClean®.

1. Compliance with Laws

Vendors shall operate in full compliance with the laws of their respective countries and with all other applicable laws, rules and regulations (including, but not limited to, laws on trade control, fair competition, environmental, labour and anti-corruption).

2. Safety, Security, Environment, and Quality

Vendors shall comply with all applicable laws and regulations. Where such requirements are less stringent than PlanetClean®'s own, vendors are strongly encouraged to meet the standards outlined in PlanetClean®'s Policies and Procedures manual.

3. Risk Management and Insurance

Vendors shall comply with all of PlanetClean®'s insurance requirements and ensure continuity of such insurance for the duration of the work or contract. Safety is PlanetClean®'s #1 core value. When accidents do occur on or involve PlanetClean®'s equipment, premises, offices, personnel, or vessels, vendors shall promptly report the accident to PlanetClean®'s Risk Management Department.

4. Business Practices

Vendors shall conduct their business interactions and activities in accordance with their obligations under their specific agreements with PlanetClean®. In addition, vendors shall maintain accurate business and financial records and comply with all applicable laws and regulations. Vendors shall also protect and responsibly use both the physical and intellectual assets of PlanetClean® including premises, vessels, equipment, and information systems when authorized by PlanetClean® to use such assets.

5. Ethical Principles

Vendors shall be committed in the conduct of their business to a set of ethical standards, which include, but are by no means limited to honesty, integrity, trustworthiness, respect for the unique intrinsic value of each human being, and avoidance of appearance of improprieties and conflicts of interest.

6. Drugs and Alcohol

Vendors are prohibited the use of illegal drugs, controlled substances, or alcohol and the misuse of legitimate drugs in any forms or manner while on PlanetClean® premises and assets, or while performing duties on behalf of PlanetClean® outside of Company premises and assets.

7. Firearms, Explosives, and Weapons

Vendors are prohibited the use or possession of firearms, explosives and other weapons while performing PlanetClean® business or related duties.

8. Labour

a. Child labour

Vendors shall employ only workers who meet the applicable minimum legal age. Vendors must also comply with all other applicable child labour laws.

b. Contract labour requirements (if applicable)

Vendors that recruit or employ foreign contract workers shall ensure that these workers are treated fairly and on an equal basis with its local contract workers.

c. Discrimination

Vendors shall employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs (e.g., race, color, gender, nationality, religion, age, maternity, marital status, indigenous status, social origin, disability, sexual orientation, membership in workers' organizations including unions, or political affiliation).

d. Employee grievances

Vendor employees shall be able to voice grievances of unlawful behaviour without fear of reprisal.

e. Voluntary labour

Vendors shall not use any involuntary labour of any kind, including prison labour, debt bondage or forced labour by governments.

f. Freedom of association and the right to collective bargaining

Vendors shall not interfere with workers who wish to lawfully and peacefully associate, organize or bargain collectively. The decision whether or not to do so should be made solely by the workers.

g. Humane treatment

Vendors shall treat all workers with respect and dignity. Vendors shall not use corporal punishment or any other form of physical or psychological coercion (e.g., non-physical abuse, including threats of violence, sexual harassment, screaming or other verbal abuse).

h. Wages & benefits

Vendors shall pay wages and overtime premiums in compliance with all applicable laws. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards, whichever is greater.

i. Working hours

Vendors shall set working hours in compliance with all applicable laws. While it is understood that overtime is often required in garment production, vendors shall carry out operations in ways that limit overtime to a level that ensures humane and productive working conditions.

j. Employee Records

Vendors shall keep employee and contract worker records in accordance with all applicable laws.

9. Working Conditions

a. Occupational health and safety

Vendors shall comply with all applicable laws and regulations regarding working conditions and shall provide workers with a safe and healthy environment.

b Monitoring, Enforcement and Compliance Management

It is the responsibility of PlanetClean®'s vendors to ensure compliance with this Code and to inform its PlanetClean® contact if and when a situation develops that causes the vendor to operate in violation of this Code. In addition to any other rights PlanetClean® may have under its agreement with vendor, PlanetClean® may request the removal of any representative of vendor who behaves in a manner that is unlawful or inconsistent with this Code or any PlanetClean® policy, and/or require the vendor to implement a corrective action plan. If corrective action is advised but not taken, PlanetClean® may elect to take its business elsewhere. PlanetClean® encourages vendors to define and implement a policy for social accountability and to adopt or establish a management system to ensure that the requirements of this Code can be met in a consistent way.

10. Ethics Hotline

Evidence of questionable behaviour can be communicated confidentially to PlanetClean® via its Ethics Hotline by any vendor employee. The phone line and website are manned by a third party company, Novas Capital Corp. Novas Capital shall document all reports submitted and forward them to PlanetClean®'s Internal Audit Department. Individuals filing complaints may remain anonymous if they choose.

The PlanetClean® Internal Audit Department, on a completely confidential basis, will be responsible for ensuring all questions are answered and reports of violation are investigated.

To file a report, have questions answered online or find a toll free number for foreign locations, individuals may call Bridgette Wettengel toll free at 1-800-663-9877.