



Granlibakken Tahoe Green Purchasing Policy

A. Purpose

This document describes Granlibakken Tahoe's policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

B. Background

Granlibakken Tahoe has been family owned and operated since 1978. Granlibakken's location in a wooded valley near Lake Tahoe emphasizes the importance of implementing environmentally sustainable programs that will benefit the community, the natural environment, and the business.

Granlibakken Tahoe's environmental policy establishes the following important commitments:

- Compliance with all federal, State, and local environmental laws and regulations
- Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.
- Educating employees and guests of the hotel on environmentally sustainable practices

All Granlibakken employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in this policy.

C. Policy

Granlibakken Tahoe is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission as stewards of public health. We strive to be a leader in the Tahoe Basin in achieving environmental excellence and will work with our employees, guests, and other internal and external entities to establish and follow principles that will guide Granlibakken Tahoe's environmental practices.

Granlibakken Tahoe's guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Conserve energy and other natural resources
- Encourage employees and guests to use mass transit
- Reduce, reuse, and recycle to reduce waste
- Minimize the production of hazardous waste
- Adopt green procurement practices



- Educate guests to ensure that resources are being conserved and that there is minimal negative impact on the environment
- Continue to review and minimize the impacts of our activities

D. Responsibilities

a) Energy Conservation

Employees shall:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every work day.
3. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use.
4. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
5. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
6. Use the stairs when possible.
7. Utilize videoconferencing and conference calls as an alternative to travel when possible.
8. Limit the use of space heaters.

b) Reduction of Materials Consumption

Employees shall:

1. Avoid using paper by distributing and storing documents electronically.
2. Print and photocopy only what you need and double side your jobs when possible.
3. Use the back side of old documents for faxes, scrap paper, or drafts.

c) Reduce Fossil Fuel Consumption and Air Pollution

Employees shall:

1. Ride mass transit or other alternative forms of transportation, whenever possible.
2. Use carpools or vanpools, when possible, over single use cars.
3. Encourage guests to use shared or alternative ways of transportation

d) Minimize Waste and Increase Recycling

Employees shall:



1. Use durable reusable beverage containers, plates, and utensils.
2. Reduce the amount of toner in documents that will be printed when possible.
3. Print documents in black and white or grayscale whenever possible.
4. Recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges
5. Recycle plastic and paper products in designated blue bags

e) Minimize Toxics and Hazardous Waste

1. Do not pour toxic or hazardous substances down the drain.
2. Reduce the use of toxic chemicals and use less toxic alternatives wherever possible.
3. Purchase chemicals in the smallest quantities needed to avoid over-ordering.
4. Dispose of hazardous chemicals appropriately and in accordance with legal requirements.
5. Use green and biodegradable cleaning supplies whenever possible

f) Reduce Water Use

Granlibakken Shall:

1. Only water in hours with minimal evaporation—in the mornings or evenings
2. Implement drought-resistant and native landscaping when possible
3. Only wash company vehicles when needed
4. Only run dishwashers and washing machines when they are full
5. Install low flow toilets and showerheads in rooms
6. Install efficient appliances in the Granlibakken kitchen
7. Install efficient appliances in the room kitchens

g) Commitment to Green Purchasing

Employees shall:

1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content.
2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain biobased content whenever possible.
4. Purchase Energy Star appliances and equipment
5. Purchase cleaning products that are biodegradable or are considered “green” whenever possible.
6. Purchase and use reusable bottles, dispensers, and containers when possible
7. Purchase reusable shampoo, conditioner, and lotion containers to reduce plastic waste

h) Guest Services



To ensure that our guests are also committed to our environmental initiative, Granlibakken Tahoe shall:

1. Educate guests on our website and through other channels of our green initiatives
2. Encourage guests to recycle bottles, cans, paper, plastic, and other recyclables through providing blue bins in the rooms
3. Encourage the reuse of linens, through displaying placards in rooms
4. Provide water glasses and educational placards in all rooms to encourage guests to drink the tap water
5. Offer shared and alternative transportation options to guests in order to reduce traffic impact and air pollution
- 6.

Signed:

Print Name

Date

Signature