

Sustainability Standards

The American Institutes for Research[®] (AIR[®]) is an environmentally conscious institution committed to sustainable practices that help preserve the planet and its natural resources. AIR recognizes its responsibility to reduce emissions and pollution and acknowledges that those who contribute the least to climate change are disproportionately affected and harmed by it. AIR considers environmental stewardship part of its corporate responsibility and institutional culture. This policy outlines AIR's commitment and ongoing effort to reduce waste, lessen environmental impact, and reuse materials in both its daily operations and its long-term strategy and mission.

1. Workplace Design

- a. AIR's space utilization practices will be implemented strategically to reduce its energy consumption and waste. AIR's Workplace Management Team will review a variety of sustainability factors when preparing to lease, design, and build new office space, including but not limited to U.S. Green Building Council (USGBC) recognition; Leadership in Energy and Environmental Design (LEED) certification, Energy Star[®] certification, the availability of sustainable construction and office materials, and reduced energy and water consumption facilities systems and products.
- b. In addition, AIR will take into consideration electric vehicle (EV) charging stations and walkability/accessibility to goods and services.
- c. When closing office space, AIR seeks to avoid sending furniture and equipment to the landfill through donation, sale, and/or recycling of those items.

2. Workplace Operations

- a. AIR's Workplace Management Team provides reusable office products such as coffee mugs and cups and office spaces equipped with kitchens to help reduce waste and promote the use of reusable products.
- b. AIR works closely with landlords, property managers, and maintenance staff to ensure efficient energy consumption and that recycling programs are in use and composting programs (where available) are in place.
- c. AIR will maintain its electronics recycling program to ensure that electronic equipment is recycled at the end of its life cycle.

3. Procurement

- a. AIR purchases environmentally friendly products whenever possible. This includes all breakroom and general office supplies such as cups, utensils, and copy/printer paper. Items that are recyclable, compostable, made of recycled content, and/or reusable are given preference.

4. Partners and Service Providers

- a. AIR partners with vendors that demonstrate a commitment to environmental stewardship, especially related to operation of its physical buildings.
- b. AIR leverages local partners for data collection to reduce carbon emissions associated with domestic and international travel and to maximize the utilization of local expertise.
- c. AIR prioritizes technology alternatives for meetings and webinars through online platforms to minimize car, bus, and air travel.

5. AIR Communities

- a. AIR offers monthly commuter benefits to employees who use carpool, rail, bus, and/or biking systems for travel to encourage environmental responsibility. In addition, AIR's strategy for reducing its physical footprint, combined with employees' ability to work from home, has reduced its carbon footprint.
- b. AIR offers all employees remote work options and regional engagement activities to reduce emissions from employee commutes.
- c. AIR prioritizes paperless business practices, such as digital accounting and purchasing, and double-sided printing to reduce paper consumption.

Commitment to Continuous Improvement

A critical aspect of AIR's Sustainability Standards policy is to continuously improve and modernize current practices and offerings to effect meaningful environmental change. AIR's Workplace Management Team will collaborate with senior leadership, internal and external stakeholders, vendors, and experts to assess and measure its current sustainability efforts and to develop and implement new strategies to ensure ongoing operational excellence.

If you have any questions about this policy, please contact the [Workplace Management Team](#).