



**Green Business Hawaii**  
**Sixth Annual Recognition Program**  
**April 20, 2011**  
**Honeywell**



The Honeywell Honolulu Office is committed to improving the health and quality of life of Honolulu's citizens and to ensuring the sustainability of our community. An essential part of that commitment is to institute operational policies that actively promote clean air, conserve our natural resources, and reduce our country's dependence on foreign oil.

The Employee Conservation Policy applies to the Honeywell Honolulu Office employees and the simple measures required by the Policy result in energy and cost savings as well as environmental benefits for all the citizens of O'ahu. The following guidelines have been implemented:

**Computing and Electronics:**

- Turning off copiers and printers when not in continual use and at the end of the day
- Setting monitors for automatic monitor shut off after ten (10) minutes
- Setting computer to activate sleep mode after thirty (30) minutes and hibernation after one hour
- Using laptop computers when available and applicable
- Turning off computers and monitors that are not in use
- Turning off and unplug all electronic devices (except for desktop computers), including power strips at the end of the day

**Lighting:**

- Shutting off all lights if area will be vacant for more than 5 minutes
- Using shades and blinds to regulate sunlight in all appropriate areas
- Using fluorescent task lighting rather than overhead lighting if possible

**Solid Waste:**

- Duplex (double side) all copy and laser printing jobs
- Printing documents only when necessary
- Editing documents on-screen whenever possible
- Reduced plastic utensil use by 100% by adopting a policy to use washable utensils
- 100% of paper product and toner purchases are recycled products

**Recycling:**

- Implementing workplace recycling per the City and County of Honolulu Department of Environmental Services Recycling Policy
- Recycling cans and bottles using the Hawaii Beverage Container Deposit Program
- Recycling inkjet/toner cartridges
- Reusing previously used paper for note paper

**Vehicle Usage:**

- Offers to subsidize all employees' bus passes to reduce use of single-occupancy vehicles
- Planning trips to combine as many tasks into one trip as possible to minimize driving
- Minimizing driving by using conference calls instead of having meetings