



Elevate the Mission

**Green Future  
Framework Policy**

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## 1 Executive Summary

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This Green Future Framework (GFF) Policy outlines Empower AI's commitment to reducing energy consumption, lowering operational costs, and minimizing our environmental impact, even as a tenant in leased spaces. By adopting energy-efficient practices and collaborating with building owners and employees we aim to create a more sustainable workplace while supporting broader environmental goals.

Key objectives include:

- Reducing energy usage in daily operations through behavioral changes and efficient equipment use.
- Partnering with landlords to advocate for energy-efficient building systems and upgrades.
- Engaging employees in energy-saving initiatives and fostering a culture of sustainability.

This policy provides actionable strategies, such as optimizing office equipment usage, implementing energy-conscious procurement practices, and tracking energy performance. By prioritizing energy efficiency, we not only contribute to environmental sustainability, but also enhance our operational efficiency and corporate responsibility.

## 2 Introduction

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Energy efficiency is a critical component of sustainable business operations, and Empower AI recognizes the importance of reducing energy consumption to minimize environmental impact, lower operational costs, and contribute to global efforts to combat climate change. While we do not own the buildings we operate in, we believe that energy efficiency is a shared responsibility that can be achieved through collaboration with building owners, employees, and other stakeholders.

This policy is designed to provide a framework for integrating energy-efficient practices into our daily operations, even within leased spaces. By focusing on what we can control – such as equipment usage, employee behavior, and procurement decisions- we aim to make meaningful progress towards reducing our energy footprint. Additionally, we will work proactively with landlords and property managers to advocate for energy-efficient



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building systems and upgrades, ensuring that our efforts align with broader sustainability goals.

The introduction of this policy reflects our company’s commitment to:

- **Environmental Responsibility:**  
Reducing greenhouse gas emissions and conserving natural resources.
- **Operational Efficiency:**  
Lowering energy costs and improving resource management.
- **Employee Engagement:**  
Empowering employees to adopt energy-conscious behaviors and contribute to sustainability efforts.

Through this policy, we aim to demonstrate leadership in sustainability, even as tenants, and to inspire others to act toward a more energy-efficient future. This document outlines our objectives, strategies, and implementation plan to achieve these goals, ensuring that energy efficiency becomes an integral part of Empower AI’s culture and operations.

### 3 Policy Objectives

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The primary objective of this GFF Policy is to reduce Empower AI’s energy consumption and environmental impact while operating in leased spaces. By focusing on practical, actionable steps, we aim to create a more sustainable workplace, lower operational costs, and contribute to global energy efficiency goals. While we do not own the buildings we occupy, we are committed to taking responsibility for the energy we use and influencing positive change where possible.

Key Objectives:

#### **1. Reduce Energy Consumption in Daily Operations**

- Optimize the use of office equipment, such as computers, printers, and lighting, to minimize energy waste.
- Implement a “switch-off” policy to ensure all non-essential equipment and lights are turned off after hours or when not in use.
- Use power-saving settings on all devices, including computers, monitors, and office equipment.

#### **2. Promote Energy-Efficient Practices Among Employees**

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- Educate employees on energy-saving behaviors, such as turning off lights in unused rooms, unplugging chargers, and using natural light when possible.
  - Encourage the use of energy-efficient appliances and tools in personal workspaces.
  - Foster a culture of sustainability by incorporating energy efficiency into employee training and internal communications.

### **3. Collaboration with Building Owners and Property Managers**

- Advocate for energy-efficient building upgrades, such as LED lighting, programmable thermostats, and improved HVAC systems.
- Request regular maintenance of building systems to ensure optimal energy performance.
- Partner with landlords to explore renewable energy options, such as solar panels or green energy procurement.

### **4. Adopt Energy-Conscious Procurement Practices**

- Prioritize the purchase of ENERGY STAR-certified or energy-efficient office equipment and appliances.
- Choose suppliers and vendors that align with our sustainability goals and offer eco-friendly products or services.
- Reduce waste by implementing a “repair before replace” policy for office equipment.

### **5. Monitor and Track Energy Usage**

- Work with landlords to obtain energy usage data for our leased spaces, where possible.
- Set measurable energy reduction targets and track progress over time.
- Use energy monitoring tools or software to identify areas for improvement.

### **6. Minimize Energy Use in Shared Spaces**

- Encourage energy-saving practices in shared areas, such as break rooms, meeting rooms, and kitchens.
- Use energy-efficient lighting (e.g., LED bulbs) in shared spaces when possible.
- Advocates for motion-sensor lighting or timers in low-traffic areas.

### **7. Leverage Remote Work and Flexible Schedules**

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- Reduce energy use in office spaces by encouraging remote work or flexible schedules when feasible.
  - Consolidate office usage to specific areas during low-occupancy periods to minimize energy waste.

### **8. Engage in Recycling and Waste Reduction**

- Reduce energy associated with waste disposal by implementing robust recycling programs.
- Encourage employees to reduce paper usage by adopting digital workflows and printing only when necessary.
- Place small recycling bins for batteries that need to be disposed of.

## 4 Scope of the Policy

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This Energy Efficiency Policy applies to all aspects of Empower AI's operations within leased office spaces and other facilities. While we do not own the buildings we occupy, this policy focuses on the areas where we have direct control or influence, ensuring that energy efficiency becomes an integral part of our daily operations and decision-making processes. The scope also extends to collaboration with building owners, employees, and external stakeholders to maximize the impact of our energy-saving efforts.

Key Areas of Scope:

### **1. Operational Practices**

- Covers all energy-related activities within our leased spaces, including the use of office equipment, lighting, heating, cooling, and shared facilities.
- Includes the implementation of energy-saving behaviors and practices by employees at all levels.

### **2. Employee Engagement**

- Applies to all employees, contractors, and visitors who use our office spaces.
- Encourages participation in energy-saving initiatives, such as turning off unused equipment, reducing waste, and adopting sustainable habits.

### **3. Procurement and Equipment Use**

- Encompasses the selection, purchase, and use of energy-efficient office equipment, appliances, and supplies.
- Includes guidelines for maintaining and upgrading equipment to ensure optimal energy performance.

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#### 4. *Shared Spaces and Facilities*

- Includes energy use in shared areas such as meeting rooms, break rooms, kitchens, and restrooms.
- Encourages collaboration with landlords to improve energy efficiency in these spaces, such as installing motion-sensor lighting or upgrading HVAC systems.

#### 5. *Collaboration with Building Owners and Property Managers*

- Focuses on advocating for energy-efficient building systems and upgrades, such as LED lighting, programmable thermostats, and renewable energy sources.
- Includes working with landlords to access energy usage data and identify opportunities for improvement.

#### 6. *Remote Work and Flexible Schedules*

- Addresses energy savings through reduced office occupancy during remote work or flexible scheduling arrangements.
- Encourages consolidation of office usage to specific areas during low-occupancy periods to minimize energy waste.

#### 7. *Waste Reduction and Recycling*

- Covers energy-related aspects of waste management, such as reducing paper usage, recycling electronic waste, and minimizing energy-intensive waste disposal practices.

#### 8. *Monitoring and Reporting*

- Includes tracking energy usage and performance metrics to measure the effectiveness of the policy.
- Encourages transparency in reporting progress to employees and other stakeholders.

## Exclusions

While this policy focuses on areas where Empower AI has direct control or influence, certain aspects fall outside its scope, including:

- Structural changes to the building (e.g., insulation, windows, or major HVAC upgrades), which are the responsibility of the property owner.
- Energy usage in areas not leased or controlled by Empower AI, such as other tenants' spaces or common areas managed solely by the landlord.

### Stakeholders Involved



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- **Employees:** Responsible for adopting energy-efficient behaviors and support Empower AI's sustainability goals.
  - **Landlords and Property Managers:** Key partners in implementing building-wide energy efficiency measures.
  - **Vendors and Suppliers:** Expected to align with Empower AI's energy efficiency and sustainability standards.
  - **Leadership Team:** Oversees the implementation of the policy and ensures alignment with company goals.

## 5 Implementation Plan

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The successful execution of this Green Future Framework Policy requires a clear and actionable implementation plan. This section lines the steps, responsibilities, and timeline for integrating energy-efficient practices into Empower AI's operations. While we operate in leased spaces, the plan focuses on actions within our control and collaboration with building owners and employees to achieve our energy efficiency goals.

### **1. Assigning Roles and Responsibilities**

- **Leadership Team:** To oversee the implementation of the policy and ensure alignment with company goals.
  - Approve budgets for energy-efficient equipment and initiatives.
  - Monitor progress and provide regular updates to stakeholders.
- **Sustainability Coordinator (or Appointed Team):**
  - Act as the primary point of contact for energy efficiency efforts.
  - Coordinate with landlords, property managers, and employees to implement initiatives.
  - Track energy usages and report on progress toward goals.
- **Employees:**
  - Participate in energy-saving initiatives and adopt energy-efficient behaviors.
  - Provide feedback and suggestions for improving energy efficiency in the workplace.

### **2. Develop an Implementation Timeline**

- **Phase 1: Policy Launch** (Month 1)

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- Announce the Green Future Framework Policy to all Empower AI employees through internal communications.
  - Conduct an initial energy audit (if data is available) to establish a baseline for energy usage.
  - Identify quick wins, such as enabling power-saving settings on devices and implementing a “switch-off” policy.
  - **Phase 2: Employee Engagement and Training** (Months 2-3)
    - Launch an employee awareness campaign to educate staff on energy-saving practices.
    - Provide training on using energy-efficient equipment and tools.
    - Appoint “Sustainability Champions” to lead energy-saving efforts within teams.
  - **Phase 3: Collaboration with Landlords** (Months 3-6)
    - Initiate discussions with building owners and property managers to advocate for energy-efficient upgrades (e.g., LED lighting, HVAC improvement).
    - Request access to energy usage data for leased spaces to track progress.
    - Explore opportunities for renewable energy procurement or green building certifications.
  - **Phase 4: Long-Term Initiatives** (Months 6 and beyond)
    - Implement energy-efficient procurement practices for office equipment and supplies.
    - Monitor energy usage regularly and adjust strategies as needed.
    - Set annual energy reduction targets and report progress to employees and stakeholders.
- 3. Provide Resources and Tools**
- **Energy-Saving Guidelines:**
    - Develop and distribute a simple guide for employees outlining energy-saving tips and best practices.
  - **Monitoring Tools:** Use energy monitoring software or tools (if available) to track energy consumption and identify inefficiencies.
  - **Incentives:** Offer small incentives or recognition programs to encourage employees to participate in energy-saving initiatives.
- 4. Collaboration with Building Owners and Property Managers**
- **Energy Audits:** Work with landlords to conduct energy audits of the building and identify areas for improvement.



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- **Building Upgrades:** Advocate for energy-efficient upgrades such as LED lighting, programmable thermostats, and improved insulation.
  - **Shared Goals:** Align with property managers on shared energy efficiency goals and explore cost-sharing opportunities for upgrades.

### 5. *Monitor and Evaluate Progress*

- **Baseline and Metrics:** Use the initial energy audit to establish a baseline for energy consumption and set measurable goals.
- **Key Performance Indicators (KPIs):** Track progress using KPIs such as:
  - Reduction in energy usage (e.g., kWh per month).
  - Percentage of employees participating in energy-saving initiatives.
  - Cost savings from reduced energy consumption.
- **Regular Reporting:** Provide quarterly updates to employees and stakeholders on the progress of energy efficiency efforts.
- **Adjust Strategies:** Use feedback and data to refine strategies and address any challenges.

### 6. *Foster a Culture of Sustainability*

- **Employee Engagement:**
  - Regularly communicates the importance of energy efficiency and celebrate successes, such as meeting energy reduction targets.
- **Recognition Programs:**
  - Recognize employees or teams that demonstrate exceptional commitment to energy-saving practices.
- **Continuous Improvement:**
  - Encourage employees to share ideas for improving energy efficiency and incorporate their feedback into future initiatives.

By following this implementation plan, Empower AI can ensure that energy efficiency becomes an integral part of our operations. This structured approach will help us achieve our goals, engage employees, and build strong partnerships with building owners to create a more sustainable workplace.

## 6 Future Outlook

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As energy efficiency becomes an increasingly critical component of sustainable business practices, Empower AI is committed to continuously improving and expanding our efforts. While this policy focuses on immediate, actionable steps, we recognize that energy efficiency is an ongoing journey that requires adaptation to new technologies, evolving industry standards, and changing environmental challenges. This section will outline our long-term vision and aspirations for energy efficiency, even as a tenant in leased spaces.

### 1. *Commitment to Continuous Improvement*

- **Adopting Emerging Technologies:**

Stay informed about advancements in energy-efficient technologies, such as smart building systems, IoT-enabled energy monitoring, and renewable energy solutions. Evaluate and adopt new tools and technologies that align with our energy efficiency goals.

- **Expanding Energy Efficiency Practices:**

Identify additional opportunities to reduce energy consumption, such as optimizing workflows, reducing travel-related energy use, and improving supply chain sustainability.

Explore ways to integrate energy efficiency into all aspects of our operations, including remote work practices and hybrid office models.

- **Setting Ambitious Goals:**

Build on the success of this policy by setting progressively ambitious energy reduction targets.

Align future goals with national and global sustainability initiatives, such as the U.S. Department of Energy's energy efficiency programs or the United Nations Sustainable Development Guide (SDGs).

### 2. *Strengthening Collaboration with Landlords*

- **Advocate for Green Building Certifications:**

Work with landlords to pursue certifications such as LEED (Leadership in Energy and Environmental Design) or ENERGY STAR for the buildings we occupy.

Encourage property owners to adopt sustainable building practices such as renewable energy installations, water conservation measures, and improved insulation.

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- **Exploring Renewable Energy Options:**

Partner with landlords to explore renewable energy procurement, such as purchasing green energy credits or installing solar panels on-site.

Advocate for the integration of renewable energy sources into building operations to reduce reliance on fossil fuels.

- **Long-Term Lease Agreements:**

Negotiate lease agreements that include energy efficiency clauses, ensuring a shared commitment to sustainability between the company and property owners.

### 3. *Engaging Employees in Long-Term Sustainability:*

- **Foster a workplace culture where energy efficiency and sustainability are core values.**

Encourage employees to take ownership of energy-saving initiatives and contribute ideas for future improvements.

- **Ongoing Education and Training:**

Provide regular training sessions to keep employees informed about new energy-saving practices and technologies.

Share success stories and case studies to inspire continued engagement and innovation.

- **Employee-Led Innovation:**

Create opportunities for employees to propose and lead new energy efficiency projects, fostering a sense of ownership and creativity.

### 4. *Preparing for Regulatory and Market Changes*

#### **Adapting to New Regulations:**

Stay ahead of evolving energy efficiency regulations and standards at the local, state, and federal levels.

Ensure compliance with future energy-related policies, such as stricter building codes or carbon reduction mandates.

#### **Aligning with Market Trends:**

Monitor industry trends and best practices to remain competitive and position the company as a leader in sustainability.

Leverage energy efficiency as a key differentiator when engaging with clients, partners, and stakeholders.

### 5. *Measuring and Celebrating Success*

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- **Tracking Long-Term Impact:**  
Continue to monitor and report on energy usage, cost savings, and environmental benefits over time.  
Use data to demonstrate the tangible impact of energy efficiency efforts on Empower AI's operations and sustainability goals.
  - **Celebrating Milestones:**  
Recognize and celebrate key achievements, such as meeting energy reduction targets, implementing new technologies, or securing green building certifications.  
Share successes with employees, clients, and stakeholders to build momentum and inspire further action.

### 6. *Expanding Influence Beyond the Workplace*

- **Inspiring Other Tenants and Partners:**  
Share best practices and lessons learned with other tenants in the same building or industry peers to encourage broader adoption of energy efficiency practices.  
Collaborate with other companies to advocate for sustainable building practices and energy-efficient technologies.
- **Contributing to Broader Sustainability Goals:**  
Align Empower AI's efficiency efforts with larger environmental initiatives, such as reducing greenhouse gas emissions or supporting renewable energy development.  
Position the company as a leader in sustainability, demonstrating that even tenants in leased spaces can make a significant contribution.

### 7. *Estimated Goal Reduction*

- Following the successful execution of the implementation plan listed above, Empower AI anticipates an estimated **10%** reduction over the next 5 years.

## Conclusion

By maintaining a forward-looking approach, Empower AI can continue to lead by example in energy efficiency and sustainability. Through innovation, collaboration, and a commitment to continuous improvement, we aim to not only meet but exceed our energy



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efficiency goals, contributing to a more sustainable future for our business, our communities, and the planet.