



## Virtual Office Stewardship Policy

Endorphin Dealers Limited, referred to as Frame, is committed to sustainable, ethical business in compliance with applicable laws and regulations. Founded in 2009, Frame offers a positive alternative to the gym focusing on how movement makes you feel, rather than aesthetics and performance, offering a HUGE variety of classes under one roof to ensure that being fit and healthy, can also be fun and sociable.

A virtual office is an arrangement where all employees, interns, and partners execute business functions in a non-centralized office operating over the internet, aka working from home.

Recognising, that a number of colleagues do conduct work in a virtual setting, regularly or semi-regularly, the purpose of this policy is to minimise the overall environmental footprint of our virtual environment on the natural environment. This policy covers best practices and resources for environmental stewardship.

If you have any questions or suggestions, please contact us at: [team@moveyourframe.com](mailto:team@moveyourframe.com)

## Energy & Resource Use

Computers are the number one tool used in our virtual offices. The following are guidelines on energy conservation and resource optimisation in our work computers and devices.

- **Use energy saving features on devices.** Set your devices to standby mode automatically, reduce brightness as low as possible, and switch off computers as soon as your work day is over.
- **Optimise the lifespan of lithium-ion batteries.** Unplug chargers from the socket when your phone or computer is not in use. Do not let devices discharge entirely nor leave them completely charged if they will not be used for over a week. The sweet spot is 70% charge.
- **Dispose of e-waste safely.** Computers and batteries contain hazardous materials that are toxic to the environment and human health. If an electronic device has reached its end-of-life (ie is no longer in condition to be used or refurbished) contact your local waste management organisation on how to dispose of your e-waste safely.



When choosing a room to use as your home office, try to pick one which is energy-efficient. This means a room that ideally has good insulation and natural light.

This way, you can use sunlight to heat the room where possible and blinds to cool it, reducing the need to use heating and air-conditioning.

Insulating your home office properly lowers both your bills and carbon emissions. There are various types of insulation, each with different use cases - fortunately the Energy Saving Trust [has guides to all of them](#) to help you choose.

## Paper

When printing in hardcopy is required, remember to:

- **Reduce paper load in printing wherever possible.** Reuse one-sided paper, print double-sided and eliminate blank pages from documents before printing.
- **Source paper sustainably.** Select paper with a high-recycled content, that is produced with sustainable sourced materials, such as that which has received FSC verification. (we have a list of suggested products on the Studio Contacts sheet)

## Sustainable Procurement

These are the principle products that are most often purchased or have the largest presence in home-based virtual offices

- Electronics equipment: computers, laptops, monitors, printers and software
- Office supplies: books, stationary
- Furniture: office chair, desk, shelf
- Lighting
- Cleaning supplies: soaps, disinfectants, aerosols

### BEST PRACTICES

- **Apply circular economy principles to source, use and give new life to office products.** Use what you already have available in less quantity and purchase products in reduced amounts. Consider alternatives to buying new; buy second-hand items and repurpose old materials for new uses. Recycle and divert from landfill.
- **Replace parts instead of replacing your entire device.** For example, buy a new battery for your smartphone or a second hard drive for additional memory for your computer. Extend the lifespan of the products you have using them with proper care and maintenance.



- **Select devices and appliances that are Energy Star Rated.** Equipment that is Energy Star compliant will likely be more energy-efficient and perform well.
- **Purchase multi-functional devices.** Instead of owning a separate printer, scanner and copier; search for a device that incorporates all the functions you need.
- **Seek vendors that prioritise Environmental, Social and Corporate Governance (ESG) principles.** Select products from vendors with a track record of prioritising environmental and social stewardship.

## Travel

- Cut down on unnecessary business travel. Use virtual meeting technology to reduce in-person meetings.
- Opt for low-carbon modes of transportation. Use cleaner urban mobility alternatives to personal vehicles such as walking, public transport or cycling.