



Maryland
Green Registry
MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

Family & Nursing Care



1010 Wayne Ave, Suite 1100
Silver Spring, MD 20910
301-588-8200

www.familynursingcare.com

Provider of home care/home care referral services

Member since November 2014

Management and Leadership



Environmental Policy Statement

Family & Nursing Care seeks to contribute to protecting the environment through good stewardship practices. In order to be responsible stewards, the Company has implemented the following initiatives and encourages all employees to take additional actions as they see fit.

Organizational Commitment

- *Information about our Green Program/Corporate Sustainability is included in new hire orientations for all office employees, the Employee Manual, Client Services Guides, and on our website.*
- *Sustainability is incorporated into staff meeting discussions through guest speakers, recycling demonstrations, and more.*
- *Family & Nursing Care encourages sustainability practices through our employee "Guiding Values."*



Environmental Team

Our Office Manager oversees the company's Sustainability efforts and works with other staff on individual projects to further our company's goals of being more eco-friendly and sustainable.



Environmentally Preferable Purchasing

- *Letterhead, business cards, envelopes and marketing and promotional materials are purchased from local printing company Harris Plus, which uses “green” manufacturing practices: paper with at least 30% post-consumer recycled content and vegetable and/or other low-VOC inks; is a 100% wind powered facility; received Forest Stewardship Council™ chain-of-custody certification for its operations, and more.*
- *Our business cards, promotional materials, and other external communications are printed on paper that proudly displays the symbols for wind-power generated, vegetable-based inks, recycled paper, Green-e certified renewable energy, and Forest Stewardship Council. Example:*



- *Copier/printer paper provided for office use is made with 100% post-consumer recycled content.*
- *When purchasing electronics, purchasing staff are encouraged to purchase EPEAT and/or Energy Star products.*
- *We favor cleaning products purchased for office use that are non-toxic, cruelty-free, and biodegradable when feasible.*
- *When ordering catered food, we always offer preference is given to companies that use sustainable business practices and that offer 100% plant-based (vegan) options, in part because animal agriculture/the production of meat and dairy is the primary cause of global climate change.*
- *We buy recyclable or biodegradable decorations when available and cost-effective.*
- *Company purchases of Styrofoam cups or other Styrofoam items are prohibited.*
- *Office Manager groups orders for supplies so all items can be shipped together.*

Waste



Solid Waste Reduction and Reuse

- *When existing copiers need to be replaced, Company policy requires that all new copiers and printers have the duplex printing feature.*
- *Paperless office initiatives:*

- *Use of a third-party intermediary to electronically collect payments and send fees.*
- *Use of Docu-sign, rather than emailing or mailing documents back and forth.*
- *Online expense reporting, bill payment, and reviewing financials are done electronically rather than printing them.*
- *Personnel files are kept electronically.*
- *The employee manual is maintained online on the Company portal. Hard copies are not given to employees.*
- *Client Welcome Packets are sent by email, rather than sending hard copies by mail.*
- *The Company provides reusable utensils, mugs, and glasses, and employees are expected to bring in any other kitchenware they need.*
- *The company uses refillable canisters for sugar.*
- *We reuse decorations from previous years for staff events, if possible.*
- *Used binders and folders are re-used when possible before being recycled.*
- *The Company discontinued the use of fax machines in favor of e-fax services, preventing unnecessary printing.*

Recycling

- *We recycle all items required by Montgomery County: paper products including office paper, newspapers and cardboard, plastic, glass, and aluminum.*
- *We participate in the Terracycle Candy, Energy Bar, and Snack Wrapper Zero Waste Program.*
- *We encourage employees to recycle plastic bags in an in-office plastic-bag recycling bin, which our staff takes to the recycling drop-off point at local grocery stores.*
- *All toner/ink cartridges are recycled.*
- *Old or damaged electronic and computer equipment are donated or recycled through our building's annual electronics-recycling program.*

Energy

Energy Efficiency

- *A preference is given to purchasing office equipment with "Energy Star" and EPEAT certification.*

- *All work stations and offices have power strips for equipment to easily control phantom power loads.*
- *Office lighting is motion-sensored to promote energy conservation.*
- *Almost all lighting fixtures use energy-efficient fluorescent light bulbs.*
- *All windows are sealed and do not open.*

Transportation



Employee Commute

- *Our office building is located one block from the closest Metro and MARC station.*
- *Bicycle racks are available in our building's parking garage.*
- *Flexible working arrangements enable employees to work from home. As a result of our new post-Covid teleworking policy, we estimate that vehicle commuting miles have been reduced by 208,000 miles annually.*



Efficient Business Travel

- *Videoconferencing and phone conferencing is used to reduce employee travel for staff meetings, leadership meetings, and other meetings as needed.*

Environmental Certification Programs, Awards, and Other Activities

- *Family & Nursing Care is a [Montgomery County Certified Green Business](#).*

Profile Updated May 2023



Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.

Learn more at green.maryland.gov

