

Dynamic Work Sustainability Guide

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okta





The world's climate is rapidly changing.

UN climate scientists have warned that we have less than a decade to act before the impacts of climate change are more frequent, more severe, and irreversible.

At Okta, we have the opportunity to take control of our greenhouse gas (GHG) emissions footprint and make reductions for the good of the planet. We are working diligently on making our workplaces more sustainable and healthy for our employees with our commitment to both LEED Silver and WELL Silver certifications for all new offices. In our existing offices, we are making strategic upgrades to increase air filtration and make the workplace more sustainable.

Our dynamic workplace strategy enables employees to work wherever, whenever, and however they want. With this in mind, we want to bring sustainability to everyone's homes and a piece of the office experience to every Oktanaut.

An overarching theme to this guide is to **first reduce, then reuse, and lastly, recycle**. By maximizing our reductions in energy, waste, and water, we can lighten our impact on the earth. In many countries, recycling bins end up in the landfill, with only 20% of plastic recycled globally.

In this guide we outline strategies in six categories - Food, Energy, Waste, Water, Transportation, and Wellbeing. With these strategies in place, we hope every Oktanauts can enjoy a healthy and sustainable work environment.

Did you know that roughly $\frac{1}{3}$ of food produced for humans to eat (about 1.3 billion tonnes) is wasted worldwide each year? When food gets wasted, so does the energy and water that went into growing it.

Food

Check out these options for low packaging meal kits

[Sunbasket](#)

[Good Eggs Meal Kits](#)

[Purple Carrot](#)

[Green Chef](#)

By not ordering from large online retailers, you can save big on shipping greenhouse gas emissions

Use [LocalHarvest](#) to find a farmer's market or CSA box in your community!

1. **Reduce food waste** by planning meals ahead of time and shopping mindfully. Try using a meal prep and recipe company like [Meal Prep Mate](#) or [PlateJoy](#) to build perfectly-portioned shopping lists! Meal kit services can help reduce food waste and emissions by saving you that trip to the grocery store, but they often come with more plastic packaging than store bought items.
2. **Buy in bulk.** Less packaging means less waste and money saved! Here are a few stores to shop in bulk at:
 - a. Your local farmers market
 - b. [Whole Foods](#) (USA, Canada)
 - c. [Zero Grocery](#) (California, USA)
 - d. [Sugar Beet Food Co](#) (Chicago, USA)
 - e. [The Source Bulk Food](#) (Australia, UK, Ireland, Singapore, New Zealand)
 - f. [Original Unverpackt](#) (Germany)
 - g. [Biocoop](#) (France)
 - h. [Day By Day](#) (France)
 - i. [Negozio Leggero](#) (Italy)
 - j. [Muji Ariake](#) (Tokyo, Japan)
 - k. [Waste Upso](#) (Seoul, Korea)
 - l. [Gram Malmö](#) (Sweden)
3. **Support local farmers.** Local food has a significantly lower footprint thanks to reduced transportation emissions.
4. **Reduce red meat consumption.** Red meat has an [emissions footprint](#) 2x higher than lamb, 8x higher than pork & farmed fish, and 10x higher than poultry.
 - a. Try to substitute meat with lower GHG emissions proteins such as lentils, beans, milk, and eggs or try going vegetarian! Even one vegetarian meal a day can drastically lower your carbon footprint.
5. **Consider home composting.** Turn your leftover food into healthy food for all your plants! If you like gardening, home composting can be mutually beneficial. It doesn't have to be a big process, there are countertop and backyard composters that take care of the work for you!
 - a. [Lomi Countertop FoodCycler](#)
 - b. [Vitamix Countertop FoodCycler](#)
 - c. [Subpod backyard composter](#)
 - d. [Tumbler Backyard Compost Bin](#)
 - e. [Worm Factory 360 Vertical Indoor/Outdoor Composter](#)
6. **Support small businesses.** When you aren't cooking, support local businesses and keep our communities healthy, active, and walkable.
7. **Bring reusable bags to the grocery store or ask grocery delivery services for paper bags/boxes and to skip the plastic for produce.** If you forget, ask for paper bags over plastic since paper bags can be recycled and composted.

The energy supply sector is the largest contributor to global GHG emissions, comprising about 35% of global emissions. Households contribute 21% of these CO2 emissions, mostly from heating and cooling. The world needs to quickly decarbonize our energy and shift our reliance from fossil fuels to electricity. Fortunately, energy is something that is easier to control at home if we operate our homes more sustainably.

Energy

Footprint Calculator is a great starting point, but for an in-depth look, consider an app like Joro that quantifies your carbon footprint based on your spending habits and makes reduction recommendations

SolarSense offers renewable energy solutions for homeowners in the UK and Australia's small scale renewable energy scheme provides resources for switching to renewable energy. Reduce your energy consumption

Have questions about energy efficiency? Reach out to sustainability@okta.com

1. **Measure your carbon footprint.** To find opportunities for reducing your carbon footprint, you should first measure it.
2. **Upgrade to all electric systems.** Did you know many municipalities have rebates and incentives to switch your gas appliances (furnace, water heater, stove) to electric? Making the switch will not only reduce your carbon footprint but save you money on your utilities.
 - a. [EnergyStar Rebate finder \(USA\)](#)
 - b. [UK Home Energy Grant finder \(UK\)](#)
 - c. [Home Rebate finder \(Australia\)](#)
 - d. [KFW Grant Portal & BAFA Federal Funding \(Germany\)](#)
 - e. [Guide to Home Improvement Grants and MaPrimeRénov' \(France\)](#)
3. **Switch to Renewable Energy.** Contact your utility company and opt into their renewable energy program. If your local utility does not offer a program, [CleanChoice Energy](#) is a US program that will purchase renewable energy credits on your behalf. Reduce your energy consumption.
4. **Consider putting solar on your house.** There are many options to add solar from buying to rent-to-own, there are many ways to produce energy on your roof top. Take it one step further and add a battery so you can run all your appliances during peak times for free!
5. **Reduce your energy consumption.**
 - a. **Conduct a Home energy audit to identify opportunities.** If you don't know where to start, consider calling a professional who can come help you identify efficiency measures:
 - i. [BayRen \(USA\)](#)
 - ii. [PG&E \(USA\)](#)
 - iii. [DC Department of the Environment \(USA\)](#)
 - iv. [DIY energy audits](#)
 - v. [Consumer Advice Center \(Germany\)](#)
 - b. **Turn off electronics when you're not using them.** Consider a surge protector to turn off multiple devices at once.
 - c. **Switch to energy efficient LED lighting.** Switching to all LED light bulbs can save you significant money on your electricity bill. You also won't have to change those light bulbs as often as incandescent bulbs!
 - d. **Set your thermostat temperatures** appropriately based on whether you are home or away. Utilizing a smart thermostat like [Nest](#), or adjusting your thermostat to be slightly warmer when it's warm outside or a little cooler when it's cool outside can help you save on energy use!
 - e. **Buy energy efficient appliances.** When shopping for your next appliance, look for an [EnergyStar](#) certified product. EnergyStar is a US-based program that rates and certifies products on their energy use to save homeowners energy and money.

To start your waste reduction journey, begin by reducing consumption, reusing items you have, and recycling. 91% of plastic produced globally is not recycled. Since plastic takes over 400 years to degrade, a lot of this waste ends up polluting our oceans. To address this issue, we need to be intentional about the products and packaging we choose to use and practice proper waste sorting and disposal.

Waste

When you can't reduce single use items, consider glass or aluminum which are more commonly recycled.

Choose materials that are reusable, made from recycled content, and/or recyclable.

Okta has programs in place to donate and recycle all old electronics (screens, laptops, tablets, etc). Contact sustainability@okta.com for more information.

- 1. Read up** on items your municipality accepts in your yard waste/compost, recycling, and landfill bins.
- 2. Reduce your single use items** — especially plastic — and switch to reusables.
- 3. Bring your thin film plastic to your local grocery store** for recycling. Thin film plastic (grocery bags, food wrapping, etc) cannot be recycled in most municipalities. Grocery stores have recycling programs for these plastics to turn them into recycled furniture.
- 4. Use more sustainable materials.** For example, instead of using saran wrap, use reusable containers or [bee's wax wraps](#) (compostable at the end of their life) or [stretch silicon plate and bowl covers](#) for leftovers.
- 5. Dispose of your e-waste responsibly.** Donate when possible, to avoid e-waste in landfills. Okta issued devices must be returned to BT Tech team for more info email: itson@okta.com if you have any questions. E-waste from home can be brought to each office for recycling, and many municipalities have “clean-up days” where you can put out items like clothing, electronics, and bulky items to be recycled.
- 6. When choosing a SWAG option at Okta, opt for the charitable donation if offered.** This supports our Okta4Good initiatives and reduces waste and shipping.

In summer 2021, the American West experienced one of the worst droughts on record, resulting in increased wildfire risk, increased climate hazards for communities, and environmental degradation. Conserving water is vital for preserving water supplies and mitigating drought impacts.

Water

Using your dishwasher instead of hand washing can save energy and up to 50% of the washing water

My Tap Score and Safe Home have comprehensive test kits. Smaller kits for heavy metals and other items are also available.

1. Reduce water consumption

- a. Turn off the tap when brushing your teeth and applying soap when washing dishes. Make sure your dishwasher and washing machine are full before running.
- b. Install low-flow fixtures. Low-flow plumbing fixtures typically use at least 20% less water than conventional fixtures. These fixtures include toilets, shower heads and faucets and are often the same cost as standard fixtures. You'll save water and money! Look for the WaterSense label on products in the USA.

2. **Keep a pitcher of water** in the fridge instead of waiting for water from the tap to get cold.

3. **Test your water for contaminants** and consider adding a filter to your faucet.

4. **Look into installing drip irrigation** for your home landscaping and gardens. Drip irrigation applies water directly to the roots of plants, reducing water loss from wind.

A single round trip flight between San Francisco and New York emits 1.5 metric tons of CO2, enough to melt 4.5 square meters of Arctic Sea ice. Although air travel is necessary for personal and business purposes, it's important to consider the environmental implications of our travel habits.

Transportation

Consider how you can combine trips to reduce the number of flights

Integrating biking or walking into your commute is a great way to incorporate fitness into your daily routine

- 1. Think before you fly.** We all know in-person meetings are important, but if we are mindful, we can reduce unnecessary travel.
- 2. Commute with low carbon transportation.** Many of our offices are located close to public transit and provide amenities such as secure bike parking & showers. Consider ways you can avoid driving your car into work.
- 3. Reduce single-occupancy vehicle trips.** Carpooling to work with a colleague can cut your individual emissions in half! Think about how you can carpool or take alternate transportation such as buses and trains to your destination.
- 4. Take fuel efficiency into consideration for your vehicle purchases.** Automakers are increasing production of hybrid and electric vehicles, giving customers far more options for every lifestyle. Many countries have rebates on purchases of new electric vehicles to help offset the cost.

Studies have shown that exposure to natural light in office spaces is beneficial for the health of workers and boosts mood and productivity. Whether you are working in the office or at home, a healthy work environment is important for productivity and wellbeing.

Wellbeing

When buying new furniture, look at the materials. Avoid products with flame retardants.

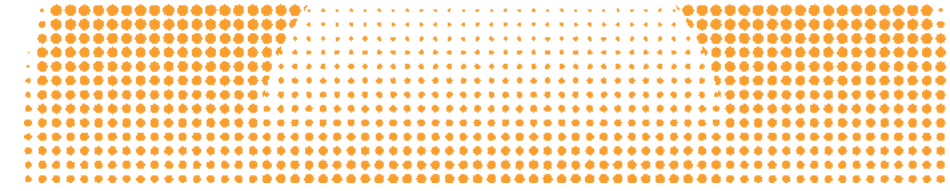
High efficiency air filters run on less than 5 watts of power so they don't add much to your energy bill.

We have many ergonomic resources on the [Wiki](#) to help you create a comfortable workspace to help you feel your best!

1. **Bring natural light and fresh air** into your work setup. Natural light and fresh air will boost your mood and help regulate your circadian rhythm.
2. **Choose healthy materials for your home.** Consider low VOC paints and finishes and products that have 3rd-party environmental certifications (GreenGuard, Cradle2Cradle, EWG, BlueSign, GOTS, etc). Many types of particleboards, often found in furniture, release formaldehyde, a carcinogen, into the air. However, manufacturers like Ikea are making strides to reduce formaldehyde in their products.
3. **Clean your air.** Consider adding an air purifier to your home to clean out any environmental toxins.
4. **Add plants!** Plants not only boost our mood by bringing nature indoors, but also help absorb toxins such as formaldehyde, benzene and carbon monoxide. Not sure which plants to start with? Here's a few ideas:
 - a. Areca palms (*Chrysalidocarpus lutescens*) purifies air from benzene, carbon monoxide, formaldehyde, trichloroethylene, and xylene.
 - b. Peace Lily (*Spathiphyllum*) plants purifies air from benzene, carbon monoxide, formaldehyde, trichloroethylene, and xylene.
 - c. English Ivy is particularly effective at reducing airborne faecal particles which makes it the perfect air purifying plant for your bathroom or en suite.
 - d. Snake Plants purifies air from formaldehyde, xylene, benzene, toluene, and trichloroethylene while being unique for its nighttime oxygen production.
 - e. Aglanema purifies air from benzene, formaldehyde and other toxins while emitting a high oxygen content.
 - f. Chrysanthemum purifies air from ammonia and benzene.
 - g. Spider plants purify the air from carbon monoxide and xylene.
 - h. Aloe Vera purifies the air from formaldehyde and benzene.
 - i. Rubber plan (*Ficus elastica*) is a natural humidifier and eliminates bacteria and mold spores in the air.
5. **Read the labels of your cleaning products.** Are you choosing products that are green? The Environmental Working Group (EWG) has [Consumer Guides](#) and a [database](#) to find products that aren't harmful to human health.
6. **Use the Okta [Work from Home Equipment Store](#)** to add a sit-stand desk and other ergonomic furniture to your home workspace.
7. **Movement throughout the day** can increase your ability to focus and boost productivity. Look at the latest offerings on [Espresa](#) for ways to integrate movement into your daily life.
8. **Feeling stressed or anxious?** [Modern Health](#) is a global mental health benefit for Okta employees and their families, and provides on demand coaching, therapy, and meditation techniques to help with coping with stress, anxiety, but also relationships and help with life challenges.

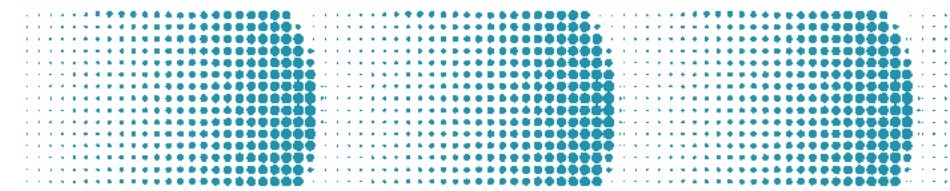
Use this checklist to track progress on your sustainability journey. Select a few items to get started and add more over time as you get comfortable integrating them into your daily life.

Checklist



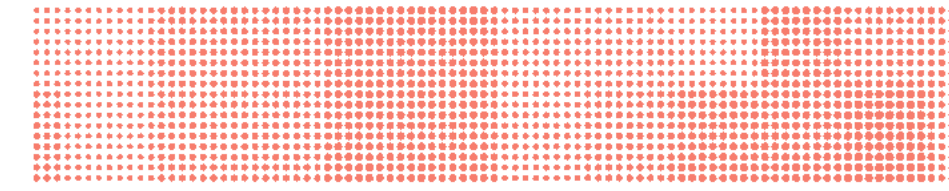
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- Consider home composting
- Support local farmers
- Support small businesses
- Bring reusable bags to the store
- Buy in bulk



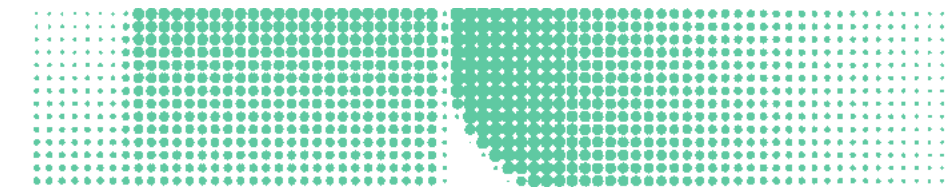
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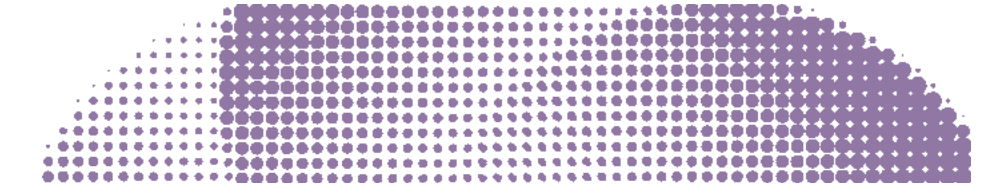
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Wellbeing

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- Add ergonomic furniture from Okta Work from Home Equipment store
- Read the labels of your cleaning products
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