

THE GREEN OFFICE

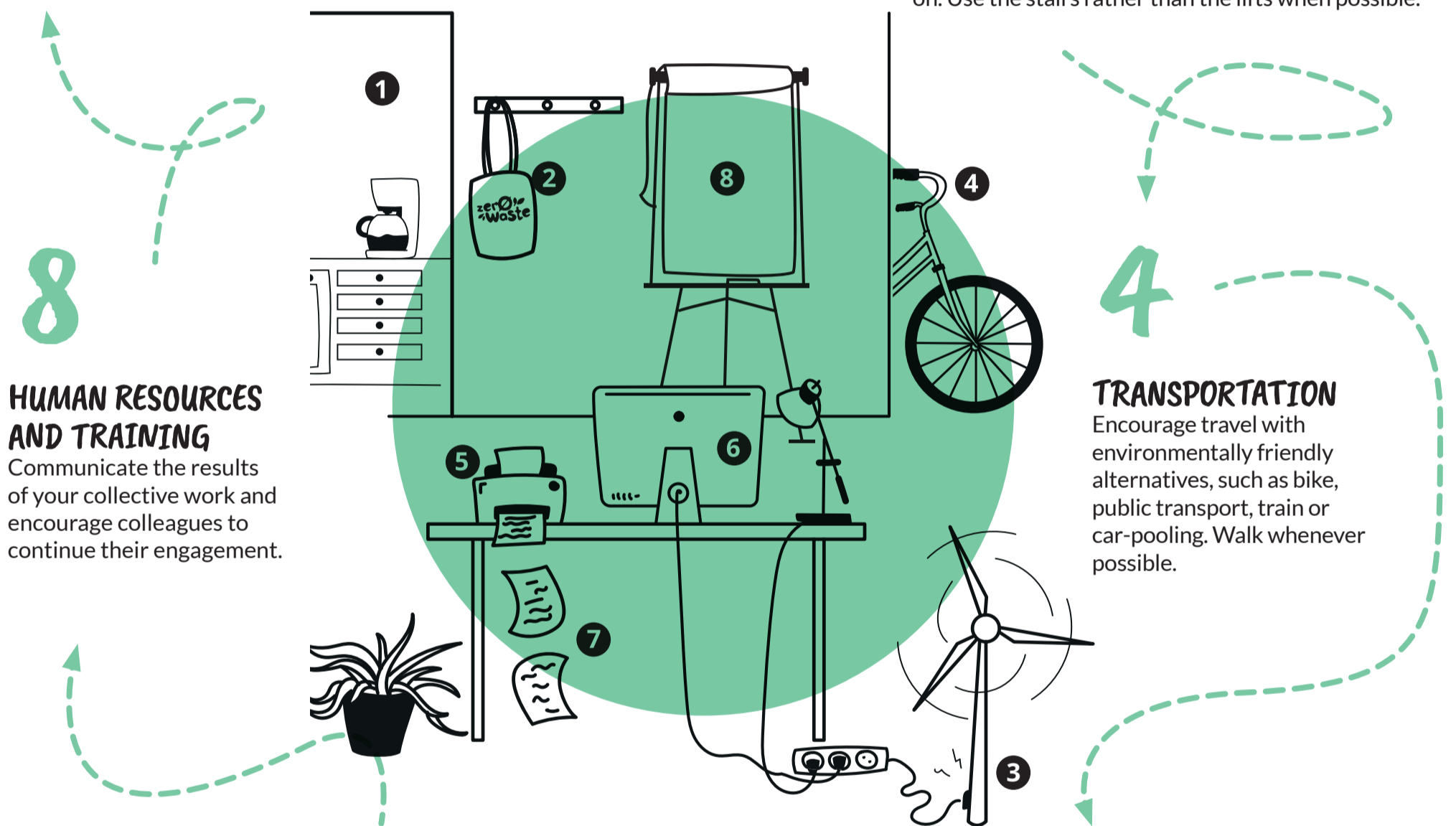


**GET EVERYONE
ON BOARD!**

2 WASTE REDUCTION AND RECYCLING
Sort your waste, recycle and encourage colleagues to use real mugs, glasses, cutlery and dishes instead of disposables. Turn off taps and flush the toilet responsibly.

1 KITCHEN / SHARED AREAS
Fill the office with plants to recycle the air, commit to eliminate bottled water and unnecessary packaging, or encourage colleagues to eat locally produced food and less meat.

3 ENERGY EFFICIENCY
Use natural light as much as possible. Switch off the lights and turn off electronic equipment when they are not in use. Turn down the heating and air conditioning and close the windows when they are on. Use the stairs rather than the lifts when possible.



8 HUMAN RESOURCES AND TRAINING
Communicate the results of your collective work and encourage colleagues to continue their engagement.

4 TRANSPORTATION
Encourage travel with environmentally friendly alternatives, such as bike, public transport, train or car-pooling. Walk whenever possible.

7 PROCUREMENT POLICIES
Favour companies who use green products, hold eco-labels or offer green services for e.g. cleaning, gadgets, printing or office material.

5 PAPER/PRINTING
Print only when necessary, double-sided and in black and white. Use recycled paper and reuse single-sided print paper for note-taking. Save ink and recycle toner cartridges.

6 DIGITAL USE AND IT EQUIPMENT
Reduce your digital pollution by being conscious of the number of emails you send and receive. Unsubscribe to newsletters and unwanted emails, and clean your inbox on a regular basis.