

Energy & Resources More Energy & Resources Use energy efficient lighting and appliances Walk, bike, scooter, train, bus or Use alternative energy sources car pool to work If it has batteries, use only Turn appliances off when rechargeables finished with them Conduct meets virtually rather Buy local, buy in bulk than face to face Go paperless Print smarter - only when necessary, double sided, black and white water & waste Reuse & Recycling Use refillable coffee cups Use only the water you need Use refillable water bottles Use reusable packaging and tote Run dishwasher when full only bags Purchase products made from Fix leaky taps

Plants

Provide indoor plants - they're natural air purifiers and make for a more productive environment

Plant trees to shade your office
Compost/ or donate food scraps to someone who gardens

Notes

note paper

recycled materials

Recycle everything you can't reuse -

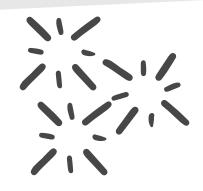
paper, cardboard, food scraps,

Use the blank side of unwanted

paper, brochures, mailouts etc as

cans, bottles, electronics etc





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