

EUROPEAN CAPITAL  
OF CULTURE

VIENNA  
2018



# In House Sustainability Policy



**BRING YOUR OWN WATER BOTTLES**  
and reusable flasks/mugs to the office, no  
disposables! Drinking water is from reusable 20 litre dispensers.



**USE THE RIGHT BINS.**  
Recycling bins at every desk and non-recycling to be  
placed in the communal black bin.



All teas, coffees and other consumables in the kitchen are  
**ORGANIC AND LOCAL OR FAIRTRADE.**



**THERE IS A COMPOST BIN**  
for organic material in the kitchen. The collected compost



will be given to the local community gardens.

All soaps and cleaning products are

**BIODEGRADABLE.**



**REDUCE YOUR WATER USE.**

Use the taps with consideration, take shorter showers and use the smaller flush for the toilet.



**TURN OFF AC WHEN NOT NEEDED**

or keep it at a maximum of 23 degrees. Use fans in summer and wear more clothes in less used meeting rooms in winter.



**ALL PCS AND PHONE CHARGERS TO BE SWITCHED OFF**

fully at the end of the day. Leaving items on standby causes a lot of wastage.



**ENSURE LIGHTING IS SWITCHED OFF**  
when you leave a room/at the end of the day.



Choose to come by  
**PUBLIC TRANSPORT, CYCLE OR WALK**  
to and from work. Take the commitment to  
spend one day a week not using the car.



**RECYCLED FSC CERTIFIED PAPER**  
to be used throughout the office. Use in moderation,  
double side print and reuse print outs and one sided printing.



When purchasing any item, **CHOOSE CONSCIOUSLY**  
with a focus on sustainable materials and sourcing.  
Use suppliers from the preferred supplier list.



**PACKAGING SHOULD BE REDUCED AT SOURCE.**

Buy packaging free products and find reusable alternatives.



**REACH OUT TO THE LOCAL AND NATIONAL COMMUNITY.**

Engage and contribute where possible.  
Undertake a CSR activity once a quarter.



**ENJOY BEING A SUSTAINABILITY SUPERHERO,**

educate others and get to know how you can  
make a difference every day!