In House Sustainability Policy

www.globalgreenevents.org
email: globalgreenevents@gmail.com
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!