

10 Ways to Work Sustainably

The green office pledge



1. **Use durable crockery, cutlery, cups and bags** to avoid unnecessary waste from non-biodegradable disposables.
2. **Conserve my paper** use by double-siding my photocopying & printing on recycled paper. Use once-used paper for all drafts, notes and internal documents. Reuse unused single-sided sheets for scratch paper.
3. **Reduce my energy** use by activating power management settings and turning off computers, lights and equipment not in use.
4. **Recycle everything you can**, including paper, bottles and cans, printer cartridges, cardboards, batteries, IT and furniture.
5. **Promote well-being in your workplace** by participating in activities that promote a work/life balance.
6. **Promote sustainable transport** by walking, cycling, catching public transport and carpooling to/from work whenever I can.
7. **Promote environmental responsibility** amongst new staff, students, visitors, contractors and suppliers.
8. Whenever possible, **purchase environmentally responsible products** such as paper, remanufactured printer cartridges and other preferred products.
9. Whenever possible, **make socially responsible purchases**, including locally-produced, fair trade and organic products.
10. Encourage others to **take the Green Office Pledge**.