



10 ways to work sustainably right now

The Green Office Pledge...

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

For more sustainable tips visit www.sustainability.unsw.edu.au

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