

# SUSTAINABILITY

## **Save energy.**

Opt for energy-efficient bulbs and appliances, and switch lights off when not in use. Go solar if possible!



## **Encourage cycling to work.**

Provide bike storing facilities in the office.

## **Recycle Organics & Paper**

Ensure plastic, paper, metal, glass and food scrap bins are available in the office.

## **Go natural.**

Use insulation and shade instead of heaters and air conditioning.

## **Conserve Water**

Don't let the tap run unnecessarily when washing hands or dishes



*How to build sustainability into your workplace*