

#### **Environment Tips n. 3 August 2009**

# Reduce waste and recycle!

There are a lot of things that you can do at work which will help make a big difference to our environment.

#### Recycle your waste

An average-sized office of 50 staff can throw away over 7,000 cans and bottles per year

Recycling that would save enough energy to power all 50 employees' computers for over 6 working weeks.

### Do it properly

## Never put the wastes in wrong place.

For example in the packages you cannot put coffee plastic cups because they are not recyclable, but you can put in water cups and coffee packages

#### Use less paper

Avoid printing e-mails and documents. When printing, use both sides of the paper. Re-use one-sided paper.

#### Recycle paper

Paper can be easily recycled and turned in to new products. Paper recycling schemes are becoming increasingly widespread. If your office has a bin for recycling paper please use it for documents, newspapers, notes and other paper items.

On average, 60-80% of office waste is paper

Recycling just one tonne of paper saves 1,700 kg of lumber and 91,000 litres of water.

What we do matters.

Do a little, change a lot!







