



## TIPS



A paperless office. Use paperless mail mostly and notice boards for staff news.



RECYCLED PAPER  
www.recycledpaper.com

Use recycled paper. 12 mature trees make one tonne of newsprint.



- Watering gardens at dawn and dusk prevents evaporation and saves water
- Collect water from sinks and drainpipes to feed plants and help green our planet
- Conserve rainwater. Use rainwater to water gardens and clean.



Ink cartridges, CDs and DVDs are recyclable



Save electricity. Use natural light, turn off lights when not in use and switch-off computers when not in use



Reduce Emissions. Use staff buses, or public transport, or

neighborhood carpools.



Reduce, Reuse and Recycle.



Reduce use of plastics bags. Use woven, recycled bags or shop at once.



Healthy living. Eat organic foods



Grow trees instead of planting. More trees = to a cleaner and healthier air



Insist on an eco-holiday



Be a Green Ambassador! Conserve the forest and encourage others to do the same.