

# SUSTAINABILITY AT WORK

**1 Use sustainable mobility**  
Give preference to public transport, car sharing and carpooling, or cycle to work whenever possible.

**14 Spread the word**  
Pass on knowledge about the CO<sub>2</sub> and water footprint and how to contribute to the preservation of the environment, biodiversity and the reduction of climate change.

**13 Green your office space**  
Have plants in our office to purify the air and contribute to your well-being.

**2 Save energy**  
Turn off lights, computers and other electronic devices when not in use. Streaming and data storage costs energy and produces CO<sub>2</sub> emissions.

**12 Go eco-friendly at lunchtime**  
Use durable crockery, cutlery and containers for lunch and do not use disposable plates and cups or plastic bags. Enjoy healthy and sustainable food and drink safe water or beverages.

**3 Go renewable**  
If available, prioritize and purchase electricity and heat from renewable energy sources.

**11 Reduce water consumption**  
Check for leaks of water taps or toilets, collect water in rain barrels and use it for non-potable uses such as plant watering.

**4 Use air condition efficiently**  
The temperature difference between outside and office temperature should not exceed 4-6 °C and not be cooled below 21 °C.

**10 Procure sustainably**  
Emphasize cost-effective, sustainable, social and environmentally sound procurement of materials, equipment and services, that prioritizes local produce.

**6 Digitalize your office**  
Reduce printing, use eco-friendly paper and digitalize your office environment.

**9 Organize sustainable events**  
Establish rules for sustainable event management; go digital, promote public transport, give preference to local and seasonal foods, ensure needs-based quantities, and do not use disposable tableware.

**5 Reduce drinks filled in plastic bottles**  
Use the water dispenser and your own reusable water bottle. Drink boiled water and infusions in durable dishes.

**7 Support reuse and recycling**  
Avoid plastic packaging, reuse and recycle whenever possible, and support waste sorting.

**8 Clean up consciously**  
Use biodegradable cleaning products that are less air and water polluting than conventional products.