

- a) Environmentally sustainable work practices are practices that reduce the impacts it has on the environment such as printing on both sides of the page to ~~so~~ reduce resource usage.
- b) Negative environmental impacts occurring from producing documents are things like resource wastage. ~~The~~ Effects like this can be minimised by producing electronic documents instead of paper-based ones. ~~Also~~ Also by printing on both sides of the page when creating documents reduces resource wastage.
- c) To comply with the 'Protection of the Environment Operations Act 1997 (NSW)' workers must now: switch off all electronic devices at the end of the working day, switch off lights and air conditioning in rooms that are not in use (such as board rooms), use natural light rather than artificial light, print on both sides of the page to save on paper wastage, recycle unused papers. ~~Resources will also~~ Resource use will also be ~~not~~ monitored to ~~so~~ identify areas that need improvement. Old equipment will be either improved (such as upgrading computers) or donated to

Schools or charities. The packaging of our products will be reduced and eco-friendly materials will be used instead.

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Additional writing space on back page.