

(A) Environmentally sustainable work practices are practices that businesses enforce for employees to follow, that help the environment. Examples include, recycling, using double-sided paper, not printing emails, using automatic sleep etc. Employees must follow the environmentally friendly choices that the business makes.

(B) Negative environmental impacts can be minimised when producing documents by:

- Double checking and making sure ~~on the~~ ~~at~~ that there are no errors before printing, which prevents printing again if errors are found after printing.
- Choosing wisely what to print, ensuring what documents are being printed are necessary and not just wasting paper.
- Printing on both sides of the paper, reducing the amount of paper used.
- If it isn't a formal document, print on the other side of something old or scrap paper.
- Recycling all paper.
- Use a smaller font, reducing the amount of paper used.

(C)

PROTECT OUR ENVIRONMENT.

Policies that must be followed:

~~1. RECYCLE~~

1. RECYCLE as much as possible.
2. Keep a recycling bin close by.
3. Ensure what you're printing is necessary and not just working paper.
4. Use double-sided paper where possible.
5. Use smaller font where possible to reduce the amount of paper used.
6. Make sure all taps are turned off tight, and DO NOT wash hands or kitchenware longer than necessary.
7. Only double flush when needed.
8. DO NOT print emails unless absolutely necessary.
9. Write notes or reminders on scrap paper.
10. Double check for errors before printing not after.
11. If possible car pool, walk or catch buses to and from work.
12. Save all washing up to the end of the day and allocate turns of doing it, to help save water.

Additional writing space on back page.

13. Use cloths not paper towels or tissues to dry or wipe things.

14. Turn off lights when not needed, ensure that all lights are turned off at the end of the day.

15. Turn off hand dryers when done.

You may ask for an extra Writing Booklet if you need more space.