

10 Steps for greener business

1. SAVE ENERGY

* Efficient use of P/C

Switch off your P/C when you do not use it, instead of leaving it on stand by mode and you will save energy up to 25%. Switching off your P/C at the end of the day may additionally save 50% energy.

* Efficient use of lighting

Artificial light accounts for up to 44 %t of the total energy consumption in office building. Turn off the lights when you leave a room, buy energy-efficient lighting or fluorescent strip lighting. These choices may have a higher capital cost but use 66% less electricity. For additional saving, you may use timers and motion sensors. We live in a country with significant sun lighting; working position should be placed in a way that take maximum advantage of the natural lighting.

2. SAVE PAPER

- * Encourage **communications by e-mail**, instead of internal notes.
- * **Print having the environment in mind**. The average office employee uses 10,000 sheets of paper per year. Try to use both sides of a page when printing.
- * **Replace your old fax machine with a modem** and print only what is necessary.

3. SAVE WATER

- * **Do not leave taps dripping**; always close them tightly after use. One drop wasted per second, wastes 10,000 litres of water per year. Install taps with flow control systems.
- * **Install automatic irrigation system** to water your plants.
- * **Install Vacuum Sewage Systems** and save 90% of water consumption (For more information visit www.epe.gr).

4. SAVE RAW MATERIALS

Use in your production procedure as more as possible eco-friendly raw materials. Seek for alternative fuels (for more information visit www.polyeco.gr) since the quantity of fossil fuel has been tragically reduced. Raw materials should be always used having saving as first priority.

5. SUPPLIES

Adopt eco-friendly supplies in your company, such as consumables (e.g. recycled paper, water based inks), electric and electronic devices (preferably certified under class A energy star), and cleaning products (bio-degradable and nontoxic). Prefer consumables packed in large quantities, in order to reduce packaging waste and choose suppliers who take back packaging for reuse.

6. PREVENTION & CONTROL OF POLLUTANTS AND GENERATION WASTE

Each and every industry must and should reduce pollution at all stages of its production procedure. Get informed on new technologies that are applicable to your business and redesign your production procedures, in order to prevent and minimize pollution and to control generated waste.

7. MANAGEMENT OF WASTE & CHEMICALS

Reduce as much as possible the use of non environmentally friendly raw materials and get informed on how to properly and eco-friendly manage waste from your production procedure (for more information visit www.polyeco.gr).

8. WASTE RECOVERY & REDUCTION OF POLLUTION

It is admirable that every industry can recover and utilise 40 – 99% of its waste. By adopting eco-friendly managing of waste we contribute to the protection of the eco-system, to the effort for a long term business development, we save energy, raw

materials and fossil fuels, and we promote our social responsibility whereas, we participate to the reduction of the generated pollution. (For more information visit www.polyeco.gr).

9. OFFICE ENVIRONMENT

Create an office environment which will depict your respect for the environment. Indicative suggestions are:

* Recycle

You'd be surprised if you knew the range of materials you can recycle. Paper, glass, plastic, aluminum, batteries, empty toners and ink cartridges, lamps and waste. Place recycle bins in office areas and encourage your employees to recycle.

* Atmosphere

Open daily your windows and let the air circulate around the room. During summer prefer ceiling fan instead air conditioning. A ceiling fan in an office is a better choice than air conditioning because it uses less electricity and is a healthier choice.

* Vehicles

Since you provide your executives with company cars, prefer the hybridic. They may cost more, but they consume less fuel and have lower maintenance costs.

* Plants

Plants are not only a source of inspiration, but also proof of love for the environment. Especially those with big leaves contribute to oxygen generation and absorb the indoor air pollution.

10. CERTIFICATION

By carrying out the above mentioned proposals, the application and certification of an environmental managing system, EMAS or ISO 14001, is a easy procedure with important outcomes for your company, such as improved company image and marketplace advantage.