

# GREEN OFFICE HABITS

A few steps go a long way in reducing our waste footprint

## EAT ONLY IN DESIGNATED AREAS



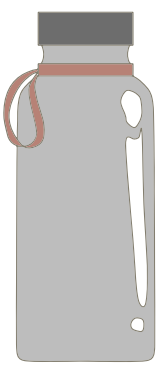
- Easier to manage the waste and reduces chances of mixing waste.
- Reduces pest management effort
- Allows for socialising and taking a break from work

## CARRY AND USE NAPKIN/HANKY REGULARLY



- 27000 trees are cut down everyday to make tissue papers
- 20% of waste coming from corporate offices is hand wash-tissue papers

## CARRY YOUR OWN BOTTLE TO OFFICE AND REFILL

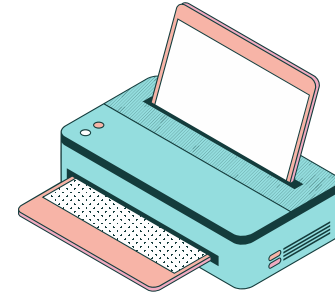


- This reduces the use of disposable cups and hence the waste
- A bottle at your desk can help you stay better hydrated

## FORGOTTEN UR DABBA? EAT AT THE CAFETERIA, DON'T ORDER



- Food parcel comes in disposables that generate a lot of waste
- Hot food/beverage in plastics are a health hazard and can cause long term disorders
- Recycling the used food containers is a huge challenge



## PRINT ONLY IF NEEDED

- 17% of printed paper is thrown away in less than 24 hours
- 1-3% of company revenue is attributed to inefficient use of printers, copiers and fax machines
- 41% of trees harvested, go into making paper



## REPAIR/UPGRADE RATHER THAN BUY NEW EQUIPMENT

- Keeps gadgets from landing up in waste
- Is cost-efficient
- Boosts 'Design for Serviceability' and 'Right to Repair' initiatives world-wide.

## THROW WASTE IN THE RIGHT BIN



Make an effort to throw waste in the right bin. Once mixed, cant be fixed. A simple thing like pencil batteries can leach harmful chemicals into our soil if mixed with wet waste.



**Rainmatter**  
Foundation

