

# Towards a **GREENER** Workplace

## Tips for a More Eco-Friendly Office

The Green revolution may not have made much of an impact as yet in Gibraltar. Nevertheless, plenty of us are aware that individual efforts have to be made to get the eco-friendly ball rolling on the Rock. Here are 10 simple things you can do to reduce the negative impact your business has on the environment.

### 1. Reduce Paper Usage

Watch the paper and ink! Avoid printing documents that could just as easily be emailed. If hard copies are necessary, print on both sides of each page and try to share one copy between your co-workers.



### 2. Reuse Paper

Reuse your waste paper by printing on the back of documents that you no longer need. You can also use the blank side of the printed documents for note-taking, printing/writing drafts, taking messages, etc.

Reduce the number of miles you drive by walking, biking, car-pooling or taking public transport where possible.

### 3. Recycle Waste Paper

Dispose of your waste paper in the paper recycle bins located around your office. This paper will then be collected and recycled by [recycle.gi](http://recycle.gi).

### 4. Bring Your Own Coffee Mug to Work

Start a bring-your-own coffee mug policy and stop using plastic and polystyrene cups.

This will reduce waste and save your company money as well.

