

# Neami National's 10 Green Standards

Communicate	Communicate workplace sustainability as part of your regular staff meetings. Ensure adequate signage is visible to highlight necessary actions and encourage good habits.
Reduce paper	Ensure printers and computer settings are set to default double sided printing, only print where necessary and use once used paper for draft documents. Eliminate stand-alone printers if a photocopier/printer is available and avoid unwanted printing by setting a simple pin-code to release documents.
Reduce and reuse	Avoid disposables such as coffee cups and take away containers. Select products with less packaging and take a cloth bag to the shops. Use your online calendar and email phone messages to avoid using post-it notes.
Reduce car use	Use public transport, walk or cycle where possible. Plan support so that two or more staff members use one car.
Recycle	Recycle cardboard, aluminium cans, paper, glass and plastics. Use a separate office paper and confidential bin collection service. Recycle steel and other metal containers, printer and copier cartridges, batteries, mobile phones and e-waste. Compost food waste if on site composting is possible.
Save energy	Use natural light when possible. Change appliances to energy efficient alternatives such as light globes and florescent lights. Use power saving devices and timers on equipment. Dispose of unnecessary equipment such as shredders and water coolers.
Turn off	Turn off all equipment that can be switched off when not in use, including computers, computer screens, photocopiers, printers, air-conditioners, heaters, lights and whiteboards.
Buy	Buy sustainable when selecting goods such as office stationery, cleaning products, paper products, energy efficient office equipment and white goods. Use Neami National's sustainable purchasing guidelines.
Install	Install water efficient fixtures and fittings. Reuse water where practical and fix leaks.
Role model	Role model sustainable practices for colleagues and consumers at meetings and events and encourage sustainable behaviour.

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Arthur Papakotsias

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CEO

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Service Manager

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