

Future First Technologies Recycling Employee Awareness

A Employee Office Good Practice guide

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Please read this document and add to your desktop, and update as and when updated ones are sent.

As you will know Future First is committed to ensuring that we follow a green code of recycling at all times. This includes the following:

- Ensure that only fair trade items are purchased wherever possible
- That Future First only work with ethically minded companies wherever possible
- Arrange for electronic invoicing wherever possible
- Only print when entirely necessary
- Use the reverse side of pre-printed paper for draft printing or note taking etc.
- Dispose of waste paper and card in the recycling bins provided
- Switch off PCs and monitors at the end of the day
- Activate temporary power down settings on PCs and monitors
- Open blinds to use natural light and only switch on lights if entirely necessary
- Use mugs and glasses provided for drinks
- Use public transport for work travel purposes
- Consider the environmental credentials of products or services prior to purchase (e.g. stationary)
- Apply the statements on the company's environmental policy to help Future First achieve our environmental goals
- Ensure bicycle couriers are used where possible
- Set all electrical equipment to go into standby mode if not used for 20 minutes

