

## Sustainability Policy:

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1. We cross-cut shred all unused/unwanted confidential paper, then pass the shreds on to people in the community for their compost, worm farms, chook pens, etc.
2. Non-confidential paper which has been printed on one side only is cut in half, then used for scribble and note paper. We do not buy scribble/note pads.
3. All toner and drum cartridges are returned to Fuji Xerox. We accumulate them for 6-12 months to reduce courier road travel.
4. We order nearly all our paper through Fuji Xerox in bulk, to reduce courier road travel.
5. We buy brand Fuji Xerox paper which meets Australian and International Standards.
6. All boxes in which paper is delivered are kept and then used to hold bulk printing jobs for clients.
7. We print double sided when viable.
8. We open and close blinds and doors to regulate the temperature in the office.
9. Lights are not left on in unused parts of the office such as the bathroom and kitchen. These lights are only turned on if required when someone is in that particular room.
10. All equipment which can be turned off overnight is turned off overnight.
11. We use email as much as possible rather than mail.
12. We do not buy bottled water, but filter our tap water for drinking.
13. We do not use paper towels in the bathroom or kitchen, but cloth towels which are washed in a large wash once per week.
14. We sponsor two Ecology prizes of \$150 each in the annual Springwood High School Art Show.