

## **APPENDIX E - GREEN MEASURES**

- 1. Use electronic means (e.g. email, website) rather than printed materials for communications.
- 2. Convert Manuals, Order Forms, and Technical Guides to online versions.
- 3. Use paper products with a high recycled content (ideally 100%).
- 4. All graphics & signage should be made by integrate sustainable elements as far as possible.
- 5. Avoid the use of disposable items by using reusable materials. If disposable items must be used, use eco-friendly or biodegradable ones.
- 6. Avoid the use of single use bottles for water.
- 7. Prefer vendors that adopt energy saving programme and feature waste-reduction and recycling programmes in their operations.











