GREEN OFFICE HABITS
A few steps go a long way in reducing our waste footprint

**EAT ONLY IN DESIGNATED AREAS**
- Easier to manage the waste and reduces chances of mixing waste.
- Reduces pest management effort
- Allows for socialising and taking a break from work

**PRINT ONLY IF NEEDED**
- 17% of printed paper is thrown away in less than 24 hours
- 1-3% of company revenue is attributed to inefficient use of printers, copiers and fax machines
- 41% of trees harvested, go into making paper

**CARRY AND USE NAPKIN/HANKY REGULARLY**
- 27000 trees are cut down everyday to make tissue papers
- 20% of waste coming from corporate offices is hand wash-tissue papers

**CARRY YOUR OWN BOTTLE TO OFFICE AND REFILL**
- This reduces the use of disposable cups and hence the waste
- A bottle at your desk can help you stay better hydrated

**FORGOTTEN UR DABBA? EAT AT THE CAFETERIA, DON'T ORDER**
- Food parcel comes in disposables that generate a lot of waste
- Hot food/beverage in plastics are a health hazard and can cause long term disorders
- Recycling the used food containers is a huge challenge

**REPAIR/UPGRADE RATHER THAN BUY NEW EQUIPMENT**
- Keeps gadgets from landing up in waste
- Is cost-efficient
- Boosts ‘Design for Serviceability’ and ‘Right to Repair’ initiatives world-wide.

**THROW WASTE IN THE RIGHT BIN**
- Make an effort to throw waste in the right bin. Once mixed, cant be fixed.
- A simple thing like pencil batteries can leach harmful chemicals into our soil if mixed with wet waste.

Rainmatter Foundation