



## Procedures of the Environmental Programme where everyone can participate

- Submit feedback, wishes and suggestions of environmental issues.
  - Participate in campaigns/events/theme weeks.
- Take advantage of the Green Tips and make eco-friendly decisions.
  - Participate in environmental trainings if they are available.
  - Reduce energy consumption by turning off the lights and other electronic devices after use.
- Activate energy-saving settings on your computer or other electronic devices.
  - Think before you print.
- Save paper by printing on both sides and adjust also other print settings, e.g. print black and white.
  - Favor eco-friendly modes of travel – choose train over airplane.
    - Commute by bike – you will also get some exercise.
      - Make only necessary procurements.
    - Recycle goods and equipment whenever possible.
  - Reduce the amount of mixed waste through proper sorting.
    - Follow the instructions of the cleaning staff.
- Take organic waste from the office/classrooms to the allocated containers in the breakrooms or corridors – this will reduce the consumption of plastic bags.
  - Sort and recycle hazardous waste correctly.
- Reduce food loss by taking only the amount of food that you will eat.
- Report lamps that have burned out as well as leaking faucets and toilets to the property maintenance – let's take care of our campus together.

