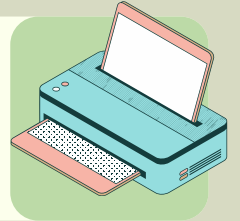


HEAD OFFICE SUSTAINABILITY GUIDELINES



1 TURN OFF ELECTRICAL APPLIANCES WHEN NOT IN USE

Do not leave any appliances e.g., lights, laptops, printers in hibernation/sleep mode overnight. **Switching off** device plugs at the sockets are even better!



2 USE ENERGY EFFICIENT EQUIPMENT

Equipment with energy grades below "C" are not accepted! E.g., use only CFL/LED **energy saving** lights bulbs



3 DO NOT USE MORE THAN WHAT IS NEEDED

Do not set **AC units** below 25°C and ensure all doors and windows are closed when the AC is running. Do not leave **fridge doors** open for longer than needed



4 AVOID FOOD PACKAGING WASTE

If you bring your own lunch, great! Avoid buying take-away meals in **plastic containers with plastic utensils**. Use our **compost box** for all your organic waste e.g., fruits peels, used ground coffee, etc.



5 NO SINGLE-USE PLASTIC PLEASE!

We should **avoid single use plastic** at all costs. Keep your reusable water bottles and reusable spoons close and bring a tote bag for all purchases. A fine of **SCR 10/- per single-use item is currently being enforced**



6 DO NOT WASTE PAPER

It is highly encouraged to be considerate with printing of documents. Save as much **scrap paper** for reuse and upcycling into Christmas decorations! Print on **both sides** of papers with **minimum ink usage**



HEAD OFFICE SUSTAINABILITY GUIDELINES



7

KEEP THE FRIDGE HYGEINIC

Maintaining **good hygiene** of all refrigerators ensures the appliances' efficiency and minimises their **energy consumption**. Do not keep **rotten food** in the fridge!



8

DONATE OR THIRFT

Donate or sell **belongings** that you no longer use to someone that will continue to treasure it. You can also contribute to our **Sustainability Bazaar** via our **"SIF 4 SB" WhatsApp Group**



9

ENSURE E-WASTE IS DISCARDED PROPERLY

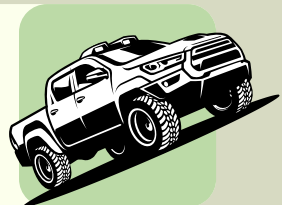
Electrical waste is comprised of several **valuable resources** that can be **recycled** while some other materials like mercury can be **toxic to the earth**. Please discard them **responsibly**



10

CARPOOLING WITH COLLEAGUES

Plan your **trips efficiently** and use **less vehicles** than needed during office, and lunch hours



11

WATER IS MORE PRECIOUS THAN GOLD!

It is crucial to save as much water as we can especially during **dry seasons**. Do not **leave water running for longer** than needed and ensure that any **leaking taps** are reported and fixed ASAP



12

SUPPORT LOCAL FARMERS

Maximise on purchasing fresh goods like **fruits, vegetables and honey** that are locally harvested by our dedicated farmers. Don't forget your vege bag to **avoid using plastic packaging!**



**use this space to add more
sustainability recommendations or
any achievements worth
celebrating!**

