

SIF HEAD OFFICE SUSTAINABILITY POLICY

1

Ensure all office equipment is off when not in use.

If possible switch off devices at the socket. Do not leave computers/printers on standby/hibernation mode overnight as this still requires energy. Make sure your computer is on energy saving mode.

2

Ensure all other electrical appliances (fans, kettles) are off when not in use.

Do not charge personal devices (phones etc) for longer than necessary.

3

Use only CFL/LED energy saving lights & switch lights off when you leave & nobody else is around.



4

Do not set the temperature of the air-con below 25°C.

Always keep all doors & windows closed in rooms with the air-con switched on. Switch the air-con off on cold days, when your room temperature is low enough & overnight.

5

Do not leave fridge open for longer than necessary.

Do not place hot meals/drinks into the fridge or keep old/rotten food/drinks in the fridge. Check it regularly to avoid food waste. Defrost the fridge regularly to avoid building up of thick ice layers which drains more power.

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6

Share rides with other staff and plan your trips well for maximum efficiency.



7

Do not waste paper, be considerate with printing.

Do not print emails unless necessary, use draft printing settings to extend printer cartridges' lifetime & always use both sides of paper. Recycle paper which has been used on only been printed on one side. Save empty cartridges for returning to Ink Doctor.

8

Clean up after yourself.

Wherever you are, it is important to clean up after yourself & keep waste to a minimum. Do not leave a mess for others to clean up.

9

Use each equipment efficiently.

Look after things, fix or clean equipment wherever possible rather than throwing it away. Be aware of, make use of & repair equipment with tools and parts rather than automatically requesting new items.

10

No single use plastics.

We are an environmental organisation that is tackling plastic pollution. We have to walk the talk & ensure we don't contribute to the problem of single-use plastics. Do not use any single-use items in your day to day operations, public or social events. A fine of SCR 10 per single-use item is enforced.

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To ensure the above policy starts to take effect as of 1 st of October 2020, the following actions have been agreed to:

- **A donation corner where no longer wanted/needed items can be donated to other SIF staff & people outside of SIF;**
- **The 1st of December and 30th of June are e-waste days for SIF. This is when SIF broken electronics as well as staff items are brought in & sent for proper disposal/recycling;**
- **Reusable cutlery & Tupperware will be used to stop the purchase of single-use cutlery & take away boxes for lunches;**
- **Jars & other items will be stored to be reused at the office;**
- **Ecosia is the default search engine for SIF laptops & PCs;**
- **SIF will subscribe to e-nation;**
- **Fridges will be checked every two weeks: second & last Wednesday of the month;**
- **Fish Fridays: no meat is to be eaten on Friday's only fish or veggie options;**
- **Every two months there will be a sustainability hour to review our progress & improve the policy;**
- **The SIF internal newsletter will highlight these measures & more to help us all improve!**