

'Insert Business Name' Sustainability Pledge

I pledge to support sustainability at '*Insert Business Name*' by committing to the following when working remotely from my home office:

Energy

- Switching off lighting, fans, air conditioning, computers, monitors and printers when they are not being used
- Considering energy efficiency when purchasing equipment and fixtures
- Using natural ventilation and lighting as much as possible
- Operating the air conditioner at 24-26°C in summer and 18-20°C in winter
- Using renewable energy generated on site or purchase green or carbon neutral power
- Commuting whenever possible using public transport, walking or riding my bike
- Using remote conferencing to reduce travel needs
- Driving a fuel-efficient, hybrid or electric vehicle
- Practicing Green Driving and maintaining my vehicle

Waste

- Eliminating paper used for administration by using digital alternatives
- Thinking before I print
- Giving preference to supplies that contain recycled material, minimal packaging, are reusable, recyclable or biodegradable, non-toxic and socially responsible.
- Recycling materials such as paper, co-mingle recyclables, soft plastics, *Containers for Change*, batteries, ink cartridges and e-waste.
- Avoiding excess packaging by using my own mug, water bottle and preparing my own lunch.

Water

- Fixing any leaks immediately
- Ensure all fixtures and toilets are water efficient
- Use biodegradable cleaning products
- Harvesting rainwater
- Using a commercial car wash with water recycling capabilities

Signature _____ Date: _____