



MEMBER OF
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OF TECHNOLOGY



UNICAS for Sustainability - GOOD PRACTICES in the office and beyond...

<p>1. 💧 Energy Saving</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Favor natural light, turn off lights when not necessary (e.g. turn off light in bathrooms) <input checked="" type="checkbox"/> Turn off PC-electronic devices when not in use and during we <input checked="" type="checkbox"/> Set power saving mode on PC-electronic devices <input checked="" type="checkbox"/> Close windows when the heating or air conditioner is running 	<p>2. ♻️ Waste Reduction and Recycling</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Print only when necessary, use recycled paper and reuse single-sided printed sheets <input checked="" type="checkbox"/> Prefer eco-friendly refillable cartridges and toners <input checked="" type="checkbox"/> Perform waste separation for separate collection <input checked="" type="checkbox"/> Do not use single-use plastic, on the contrary use reusable water bottles and cups, etc.
<p>3. 🚲 Sustainable mobility</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Prefer carpooling and public transport, for long journeys <input checked="" type="checkbox"/> Prefer the use of bicycles and walks for short journeys <input checked="" type="checkbox"/> Organize online meetings to avoid unnecessary travel 	<p>4. 🛒 Green Purchases</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Choose local and eco-friendly suppliers (e.g. buy FSC paper) <input checked="" type="checkbox"/> Prefer to buy products made from recycled materials <input checked="" type="checkbox"/> Purchase energy-efficient electrical and electronic equipment
<p>5. 💻 Digitization</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Use digital and cloud archives <input checked="" type="checkbox"/> Use online forms, e-mail, and digital signatures <input checked="" type="checkbox"/> Optimize the use of e-mail (do not attach useless large files, do not reply only for thanks, favor shared documents) 	<p>6. 🌿 Well-being and Organization</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Decorate with indoor plants to help maintain healthy air <input checked="" type="checkbox"/> Always seek a healthy work-life balance to reduce stress <input checked="" type="checkbox"/> Promote a climate of harmony, dialogue, collaboration and support