

In order to save the **environment** with today's **scarce resources**, we should reduce the amount of waste we generate.

If we raise our awareness a little, it is very easy to apply these **tips** in our daily lives:

Donate used or defective electronic equipment to associations for a new life.

Read documents directly on the computer.

Use refillable printer cartridges and toners.

Have our own cup or glass for water.

Reuse waste paper.

Choose office supplies that are refillable or reusable.

Switch off equipment in the office when not in use.

# #114

ENVIRONMENTAL  
ADVICE



## 21-29

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