

## OUR GREEN POLICY AND WHAT YOU CAN DO

translate plus is an ISO 14001 certified company from September 2012 and this means that we are committed to our ISO 14001 policy (or Green Policy) – translate plus ISO 14001 policy.pdf – that can be found here:

[S:\ALL\QMS International and ISO\ISO 14001\translate plus ISO 14001 supporting documents\Environmental policy and programme; H&S policy](#)

What does it mean for our employees?

That means that there are steps that all of us can take in order to ensure that our daily work processes and actions comply with our Green Policy, and that we all do our part to protect the environment.

Please make sure to read, understand and follow the below as much as you can.

### 1. General office housekeeping

- a) Please minimise the production of waste as much as you can.
- b) Please use the recycling bins provided.
- c) Please do not leave the water running.
- d) Please fill up the dishwasher before you start it.
- e) Please switch off the lights if you don't need them and/or have left the room (e.g. meeting rooms).

### 2. Hardware usage in the office

- a) Monitors – Turn off your computer monitor at the end of the day.
- b) Printer cartridges – All used printer cartridges will be recycled. Place used cartridges in the box supplied for this purpose in the store room in Unit 5B.

### 3. Paper usage in the office

- a) Please avoid printing e-mails as much as you can.
- b) Please try and work online (intranet, Outlook, work drives) as much as you can.
- c) Please re-use the papers and print on both sides if possible (if you have to print for internal use).

**4. Other (what you can do in general in your daily life)**

- a) Cycle or walk as much as you can to reduce the usage of cars/public transport.
- b) Act energy-wise at home.
- c) Recycle.

Should you have any questions, please speak to your line manager or the operations manager.

Thank you!