

Go Greener Statement

In our ongoing commitment to sustainability and efficiency, we are excited to encourage everyone to embrace paperless practices in our daily operations. By reducing our reliance on paper, we can make a significant positive impact on the environment and streamline our workflows.

Here are a few ways you can contribute:

1. **Use Digital Documents:** Whenever possible, create, share, and store documents electronically. Our shared drive and cloud storage solutions ensure that your files are secure and accessible anytime, anywhere.
2. **Opt for E-Signatures:** Utilise electronic signature services for contracts and approvals. This not only saves paper but also speeds up the process.
3. **Digital Meetings and Notes:** Replace printed handouts with digital presentations and take notes using apps or devices.
4. **Email Over Print:** Share information via email rather than printing. Make use of email for memos, reports, and updates.
5. **Recycle When Necessary:** If printing is unavoidable, ensure you use recycled paper and recycle documents after use.

By adopting these practices, we can reduce waste, lower costs, and create a more efficient and eco-friendly work environment.

Thank you for your cooperation and support in making our office a greener place.