

# ECO-FRIENDLY PRACTICES 101



## 01

### LOOKING AFTER YOUR EQUIPMENT

**PROTECT YOUR DEVICES** Use a case for your laptop computer and tablette. And for smartphones, use a case, break-resistant glass or a scratch-proof film to avoid breaking it and having to buy a new one!

**CLEAN YOUR DEVICES** to remove dirt, dust and other debris stuck in the keys, buttons and vents.

**MONITOR YOUR LAPTOP'S TEMPERATURE** and avoid putting it on your knees, on a blanket or in full sun. Instead, put it on a flat, stable surface. Keep it away from sources of electromagnetic waves such as microwave ovens.

**MAKE SURE TO RETURN ALL DEVICES YOU NO LONGER USE OR THAT DO NOT SEEM TO BE WORKING TO YOUR IT SUPPORT TEAM.** This way, they can be diagnosed and repaired or collected for reconditioning.

**CONSIDER GIVING YOUR PERSONAL DEVICES TO BUSINESSES WORKING IN THE SOCIAL AND SOLIDARITY ECONOMY** (recycling and resource centres, recycled goods shops, charity shops, etc.) or placing them in WEEE containers for recycling. You can also dispose of them in the retail locations from which you purchased them.



## 02

### MANAGING ENERGY CONSUMPTION

**PUT YOUR COMPUTER TO SLEEP WHEN YOU DON'T NEED IT**, after locking your session.

**TURN OFF YOUR COMPUTER** and all smart devices at the end of the working day and before the weekend (except where told otherwise by IT for software and security updates, for example). Turn off your smartphone as well if you don't need it.

**USE THE ENERGY SAVING MODE ON YOUR LAPTOP, SMARTPHONE AND TABLET** as long as performance levels still meet your needs, lower the screen brightness where possible and set your apps to "dark mode"\*. Do the same on your other devices.

**CHOOSE AN ECO-FRIENDLY CONNECTION METHOD:** use a wired or WiFi connection, and only use your 3G/4G/5G mobile connection as a last resort.



## 03

### REDUCING DATA VOLUMES AND FLOWS

**AVOID PRINTING.** If you need to print, format documents so they fit on the page and print in black and white and on both sides where possible.

#### CHANGE YOUR WAY OF WORKING:

##### Upload your documents to a shared storage area

(for example: a dedicated folder on a server, Microsoft 365 applications – OneDrive, Microsoft Teams, SharePoint Online – or other business solutions) so you can:

- Have multiple people working on the same document
- Share your document just using a link
- Edit and share your data
- Secure your data.

This avoids sending multiple different versions via email, eliminates the need to save all versions of documents in your "Files" area because the Microsoft platform automatically saves the version history, prevents duplicates and ultimately frees up storage space.

**DELETE ALL OLD VERSIONS OF OFFICE SOFTWARE FILES** once the final version is ready and make them available via an accessible space.

**MAKE A HABIT OF REGULARLY CLEANING OUT YOUR FILES**, getting rid of anything you don't need any more (photos, videos, documents and emails).

**CLEAR POWERPOINT MASKS** to avoid including large unnecessary images.

**COMPRESS THE IMAGES** in your office software files (PowerPoint, Word, etc.)

**WHEN BROWSING ONLINE, LIMIT YOUR USE OF VIDEO** to the bare minimum and switch off autoplay in your browser or in the site or app settings.

**ENTER THE MOST PRECISE KEYWORDS POSSIBLE** when searching the web.

**CLOSE TABS YOU'RE DONE WITH OR DON'T NEED**, turn off unused widgets (such as news and weather) and regularly clear cookies and browser history.



## 04

### ADAPTING YOUR TOOLS AND WAYS OF COMMUNICATING

##### REDUCE THE NUMBER OF EMAILS SENT EACH DAY TO A MINIMUM

Your emails should contain information that's useful and important to the recipient. Reduce the number of recipients and only use the "reply all" function when necessary.

**WHERE POSSIBLE, USE INSTANT MESSAGING APPS** (Teams, Skype, etc.) for informal chats.

**MAKE SURE TO LEAVE YOUR MEETING** at the end of the session after video or audio calls (e.g.: Microsoft Teams).

**FIND OUT WHERE PARTICIPANTS WILL BE** when setting up a meeting so you can choose the best format (on site, remote, or in hybrid mode by providing a physical room and a videoconference link).