

GOOD ENVIRONMENTAL PRACTICES – PERSONNEL

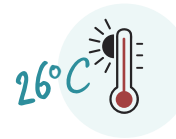
Our objective is to offer a better-quality service with every passing day and guarantee our clients' satisfaction, while also minimising our impact on the environment.

ACCOMPLISHING FAIR AND RESPONSIBLE CONSUMPTION IS UP TO EVERYONE



ENERGY-SAVING AND EFFICIENCY

- Whenever possible, make the most of natural light.
- Switch off lights when they are not necessary.
- Keep windows and doors closed when the air-conditioning is on and use air-conditioning rationally
- Adjust the comfort temperature to a maximum of 21°C in winter and a minimum of 26°C in summer.
- Switch off appliances when they are not being used.
- Use public transport whenever possible
- Share cars to the extent possible.
- Apply sustainability criteria when driving.
- It is important to switch off electrical appliances that are not being used, even if they are in stand-by mode, since even in this state some devices or appliances continue to consume power.
- Record and monitor power consumption.



WATER-SAVING:

- Use water rationally and reuse it when possible.
- Report leaks, dripping or any abnormality.
- If you see that the water flow from a tap is excessive or it does not have an aerator, inform the responsible person.
- If you are on a short stay, ask for bedlinen and towels not to be changed.
- Report any water leaks in taps, cisterns or pipes to the maintenance manager.
- Encourage clients to use the shower instead of the bath.



WASTE MANAGEMENT IN THE OFFICE

- Reuse paper (non-laminated and without staples or clips) that has only been used on one side and does not contain confidential information.
- Place all other clean paper (non-laminated and without staples or clips) that has been used on both sides, and without crumpling it, in the containers for paper recycling that are distributed on all floors.



WASTE

- Reuse all the materials and containers that you can.
- Place the different types of refuse in their respective container.
- If you do not know which container you should be using, check with the establishment manager.
- Consume products in the format that suits your needs best (individual/group).

NOISE

- Listen to music at a volume that does not inconvenience others.
- Do not slam doors when closing them.
- Take care at all times not to make annoying noises.



EFFICIENCY WHEN USING PAPER

- Reuse copy paper or paper printed on one side only for printing out drafts, internal copies, notepads, etc.
- Photocopy on both sides of the paper.
- Use scanner-photocopiers to distribute copies of a document.
- Print on both sides of the paper if your printer has this functionality, and with more than one page per sheet if the font size so permits.
- Print only documents or copies that are strictly necessary. This is particularly important with emails: print only the ones that are necessary.
- Prioritise the use of email and the intranet and networked document writing and review.
- Use the smallest font size possible.
- Keep electronic copies only of reports and documents whenever possible (avoid hard copies).
- Use reusable internal mail envelopes rather than single-use ones.
- Check the list of documents in the print queue before printing them, perhaps some documents are no longer necessary.



EFFICIENT USE OF OFFICE AUTOMATION EQUIPMENT

- Switch off computer displays when they are not being used, since screensavers do not save power (they use twice the power of a PC).
- Use stand-by mode for brief periods of inactivity. Stand-by mode switches the display off, shuts down the hard drive and also switches off other devices so that the computer consumes less power. Ask the CSU if you do not know how to do this.
- Switch off all devices at the end of the working day or if they are not expected to be used for a long time. Remember to switch off displays to avoid unnecessary power consumption.

