

EBF SUSTAINABILITY GUIDELINES

As the EBF, we want to offer the greatest value for students from the Faculty of Economics and Business. But we also want to ensure that everything that we do has a positive impact for the people involved in our association and the planet where we live and work.

We are currently asking more of the planet than that it can offer us. By joining our forces and taking small steps, we can have a positive impact on people and the planet. Below you can find guidelines that will help to reduce our impact on society and the environment. Implement these guidelines in your daily work and take the next step to a more sustainable world.

PAPER USAGE

1. Copying images on both sides of a sheet of paper can save up to 50% of paper costs.
2. Changing the default settings in Word, so that you can put more text on each page, can save up to 15% of paper! In Word, go to Layout → Margins → Narrow.
3. When you are printing, also reduce your font size to 10 to decrease the amount of paper required.
4. Print only the pages you need by using the 'Print Selection' function.
5. Print two pages per sheet if your agenda is longer than one page or on other documents where it is possible.
6. Use the print preview function before printing any document to avoid copy-mistakes.

PAPER RECYCLING

If you have paper or cardboard, you can put it in the Paper Here box in the EBF Board Room or in the blue container on the Interim. Below, you can find an overview of what can be disposed in the waste paper bins and what not.

YES

- Paper (incl. staples and/or tape)
- Envelopes (incl. plastic window)
- Books
- Cardboard
- Newsletters
- Paper bags

NO

- Wet or dirty paper/cardboard
- Tissues
- Shopping receipts
- Plastic protective film around newsletters
- Milk, yoghurt or juice boxes
- Paper with plastic lining
- Envelopes with bubble wrapping
- Ring binders

COFFEE AND TEA

1. As an EBF Member you have free access to coffee and tea. The EBF uses recyclable cups, so after you're done with your cup, please dispose them at the black metal container collecting points, so we can recycle the cups!!
2. If you work on the interim, you can also take a mug out of the kitchen to use it for the day. Please clean it after you're done using it.

COMPUTERS

1. After you're done using the computer, please make sure that you turn off the computer AND the monitor! This will save up to €1,500 in energy costs per year!
2. Due to the GDPR regulations, you have to switch off your monitor when you leave your workspace.
3. Due to the GDPR regulations, you also have to make sure that you put the email addresses in the BCC. This way, people cannot see other people's email addresses.

TOGETHER, WE CAN CREATE A MORE SUSTAINABLE WORLD.

