



TOWARDS A CONSCIOUS CONSUMPTION

CHARTER SAROST "GO-GREEN"

PREAMBLE:

SAROST launches its program «**TOWARDS A CONSCIOUS CONSUMPTION**», in the frame work of its social and environmental responsibility. SAROST acts to raise the awareness of its staff to manage and reduce energy consumption, consumables ... in order to create a culture of positive and moderate consumption and evolve into new behavior more respectful of environment.

OBJECTIVE:

Initially, SAROST aims to:

- Reduce energy consumption
- Reduce paper consumption



To realize these objectives:

SAROST is engaged:

- To ensure the necessary savings measures and to ensure the implementation of this Charter.
- To implement indicators for measuring the performance of all practices initiated as part of this program.
- To communicate the results of annual energy savings and reductions in paper consumption.
- Ensure the development of this Charter and its objectives.

PRACTICES TO FOLLOW

ENERGY CONSUMPTION:



- Be sure to turn off the lights when you leave your office whether at lunchtime or late afternoon.
- Turn off office equipment such as copiers, monitors, scanners and printers when they are not being used.
- Be sure to turn the air conditioner when you're not in your office.
- Do not forget to turn them off during the break time or at least in standby mode.
- The thermal comfort zone is defined as:
 - ✓ Ambient temperature between 19 ° and 28 ° C
 - ✓ Humidity of 35% to 70%
- In order to optimize the use of the air conditioner in your office, proceed with humidification as well during heating.
- Even if it is very hot outside, do not reduce too much the temperature, the maximum deference for your comfort and for energy saving is 6 °C between the outside and the set point inside, it will avoid the "thermal shock."
- Do not put office items in front of radiators.
- Keep doors, windows and loading docks closed when you want to heat or to cool the place.
- Turn off the lights when they are not needed.
- Take advantage of natural light as much as possible.
- Make sure that the lamps are clean.
- Make sure that only the necessary equipment is powered at all times.
- Do not leave the kitchen appliances (microwave, coffee maker ...) on standby, do not forget to unplug them when they are unused or place upstream switches (multiple sockets ...).
- Never leave the microwave door open after use, the waves can spread, Moreover it's a waste, the light bulb is turned on for a long time.
- In winter close the shutters, curtains and blinds before leaving the work place; it will keep the heat stored during the day.
- When replacing or purchasing new equipment, consider the energy-efficient models.
- Privileged the photovoltaic plants and the use of the renewable energy in our future projects and investments.

Lep

PAPER CONSUMPTION:

Paper consumption is a habit. To avoid waste, it is often enough to pay attention to the actions that each of us repeats several times during the day:



- Avoid waste in the use of print and office supplies.
- Avoid the maximum printing paper for filing. Focus on electronic filing.
- Never start printing a document more than once before checking the printer.
- Encourage duplex printing, and mention that it is part of the economy of paper if necessary.
- Do not print the whole document if you only need a part of it.
- Pay attention you have to read this document without printing.
- Promote the use of papers reverse side as a draft.
- Use color sparingly.
- Review your recordings management and familiarize yourself with the electronic filing when it is possible.
- Use classification options provided by electronic mail software.
- Focus on the use of electronic agendas and note books when you can mention all the necessary information.
- Optimize the use of electronic documents in order to review and modify documents electronically.
- Within the framework of the QMS; promote the choice of electronic document and / or recording and even their traceability.
- It's better to send applications through electronic messages / e-mail when it is possible.
- During meetings you can favorize the use of projection rather than printing documents.
- Disable the option of faxes transmissions Report unless the case requires.
- If it is possible you can configure the fax to receive a daily report of fax transmissions.



CHALLENGE:



The challenge launched is to reduce 05% per year, from paper and electricity consumption in each department / division / direction.

