



# TIPS FOR REDUCING YOUR CARBON FOOTPRINT



Utilize your own mug for hot beverages from AVI vending machines.

Recycle your plastic bottles in designated receptacles.

Work without a paycheck... or at least a paper check. A new paperless option is available for many of our team members. Contact the payroll department for details.

Shut the lights off in your office whenever you step away for more than a few minutes.

Change your print settings to duplex.

Never throw an envelope away! Use it to route information to and from branches or other departments.

Unplug appliances that are not used everyday.

Use rechargeable batteries instead of disposables.

Think before you print. Use the screen to proofread changes first. If you do print, use both sides of a piece of paper.

Send all used ink cartridges to the mailroom for recycling.

Double check your desk before ordering additional office supplies.

Schedule meetings and workshops at convenient times to avoid having to duplicate travel for our field team members.

Carpool to off-site meetings and training events.

Work with 1/2 of the lights or no lights on bright sunny days.

Recycle, reduce and reuse! Be creative in environmental initiatives.

[www.aviloveoftheearth.com](http://www.aviloveoftheearth.com)

**Step up. Stand out. Start making a difference.**