

Contract with the Earth



I pledge to:

Reuse and Recycle

- Bring my own coffee mug, dishes and/or silverware from home instead of using disposables
- Put empty soda cans in the recycling containers
- Rinse and recycle my plastics
- Put white paper in the document destruction bins instead of regular trash cans
- Break down cardboard boxes for recycling
- Recycle ink and toner cartridges
- Save and reuse scrap paper for notes
- Reuse binders, file folders, boxes and desk accessories
- Save packing materials (Styrofoam peanuts, padding, etc.) for future use
- Donate used electronics, cell phones, computers and books to charitable organizations
- Order supplies that are made from recycled materials or that can be recycled or reused
- Circulate magazines around the office instead of ordering multiple subscriptions



Reduce Waste

- Print and copy pages double-sided when possible
- Stop printing unnecessary emails – use Outlook folders or flags as reminders
- Use email to circulate memos and reports instead of distributing hard copies unnecessarily
- Track applicant profiles electronically so they are not mailed multiple times
- Use spell-check and Print Preview to minimize errors, reprints and wasted pages
- Utilize the Track Changes function in Word for editing documents, rather than printing hard copies
- Mail letters in window envelopes to eliminate the need for address labels
- Post information on the Intranet to avoid creating unnecessary binders or files
- Utilize online systems when possible – benefits enrollment, direct deposit, online bill pay, etc.
- Take only what I need – from paper towels to office supplies to food at the employee lunch

Save Energy

- Use energy efficient bulbs at home and work where possible
- Turn off my computer monitor when I leave at night
- Turn off desk lamps, radios and other electronics when not in use
- Turn off lights in conference rooms, closets and other spaces when not in use
- Share a ride to work or outside meetings whenever possible
- Carpool at lunch – either dine with my co-workers or share a ride to pick-up food
- Lower window blinds during the summer, and raise them in the winter, to conserve energy
- Travel only when necessary – utilize web-based training and conference calls to save energy



Commit to Going Green at InfoMart and Beyond!

- Participate in green volunteer activities at InfoMart or in my community
- Choose vendors that are environmentally sustainable whenever possible
- Include InfoMart's green message in my email signature (see *the Intranet for details*)
- Share the spirit of this Contract with my family, friends and neighbors

Signed this Earth Day – April 22, 2008,

Name