

## 1.07.01- Good Environmental Practices

Our goal is to offer a better quality service every day and to guarantee the satisfaction of our customers, as well as we try to reduce our impact on the environment.

### **Achieving fair and responsible consumption is everyone's job.**

#### **ENERGY SAVING AND ENERGY EFFICIENCY:**

- Whenever is possible, take advantage of natural light.
- Turn off the lights when not necessary.
- Keep doors and windows closed when the air conditioning is on and make reasonable use of it.
- Adjust comfort temperatures to a maximum of 21°C in winter and a minimum of 26°C in summer. Whenever is possible, try to comply with current regulations (maximum 19°C in winter / minimum 27°C in summer).
- Switch off electrical devices whenever you not use them, even those in stand-by mode, because they still consuming energy.



#### **WATER SAVING:**

- Make rational use of water
- Report any leaks, drips or other problems to the Hotel Management and / or Maintenance Department.
- If you notice that a tap has an excessive flow of water, report it to the Hotel Staff.



#### **HOW TO MANAGE WASTE IN THE OFFICE:**

- Store paper for reusing them in the future (unlaminated, with no staples or clips), Only printed on one side and not containing confidential information.
- The rest of the used paper (unlaminated, with no staples or clips) shall be Dropped in recycling containers.





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### WASTE:



- Use materials, packaging or tools that allow a second use / life.
- Carry out a selective waste collection, respecting what has to be thrown in each container.
- If you are not sure which is the most suitable waste container, please ask the Hotel Staff.
- Make use of products in the most suitable format to try to reduce the amount of waste as much as possible (individual/group).

### NOISE:



- Play music at a suitable volume that does not disturb other customers and co-workers.
- Avoid slamming doors when closing
- Be responsible and try not to generate unnecessary noise that could cause a inconveniences.

### EFFICIENCY USING PAPER:

- Reuse copied or single-sided printed paper to print drafts, internal copies, notepads, etc.
- Print and photocopy double-sided whenever possible and if possible, more than one page per sheet
- Use photocopiers to distribute copies of a document
- Print only what is strictly necessary
- Prioritize the use of email and the intranet, work and review of documents online
- Choose the letter size and font the smallest as possible
- Save reports and documents in electronic format whenever possible (avoid copying on paper)
- reuse internal mail envelopes, not single use
- Review the list of documents in queue before printing, maybe there are documents that are no longer to be printed



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### EFFICIENT USE OF COMPUTER EQUIPMENT:

- Switch off computer monitors when not in use, this saves energy.
- Use standby mode for moments of inactivity. Standby mode turns off the screen, stops the use of the hard disk drive and turns off other devices, so the computer waste less energy. Contact your Main Office's IT Department if you do not know how to set it.
- Switch off all the computers after your working day or when very long interruptions in use are foreseen. Remember switching the screens off to avoid unnecessary waste of energy.



### MEANS OF TRANSPORT:

- Use public means of transport whenever is possible.
- Try to use car sharing.
- Drive in a sustainable way.

