**Haines & Poly Pty Ltd**

Example of a Newsletter

**A general interest publication for Employees**

**Monthly Newsletter**

**August 2012 Energy conservation in the office Issue 8**

**Did you know**? The International Energy

Agency (www.iea.org) has compiled statistics that showed photocopiers alone consume about 10per cent of office equipment electricity demand and more than 90 per cent of the energy is consumed when photocopiers are not in use

**In this month’s issue we will be aiming to inform employees of the impacts of office equipment. We want to raise awareness of the small things we can do to lessen the impact of the equipment in our office as well as environmentally.**

**What we’re doing:**

![C:\Users\Allyshia\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Z33TWB20\MC900441331[1].png]()Most employees will have already noticed that we have begun making changes to our equipment. We have recently removed all old monitors and installed LCD screens as these are much more efficient, using around half the energy. We have also purchased combined fax/copiers to eliminate the need to be running two machines. Timers have now been fitted to ensure that all machines that aren’t fully shut down at the end of the day will automatically switch off at 7pm. All light switches have been clearly labelled to prevent misuse.

**Quick Fact:**

A computer that is not ENERGY MANAGED is capable of producing 300kg of carbon dioxide each year.

This is the equivalent of traveling from Sydney to Perth by car (4,100 km!!!!!!!!)

www1.sedo.energy.wa.gov.au/pdf/office.pdf

**What you can do:**

There are many quick and easy things that employees can do to help decrease energy and resource consumption. We ask that all employees aim to be more conscious and follow the following tips to minimise our impact on the environment.

* Think before you print – do you need a hard copy? Can you email?
* Always print preview
* Wait until you have a number of documents to print before you switch the printer on
* Switch of your monitor of you won’t be using your computer for 10mins or more
* Switch your computer off if you expect to be away for more than an hour
* Before photocopying collect a group of documents that need copying so as to only turn the copier on as little as possible

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* Can you back to back your photo copies
* If your printing or copying documents for internal use can you re-use once used paper
* Switch off lights in storage rooms etc. when you exit
* Use emptied envelopes for scrap note paper

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* Re-use paper clips, folders and covers whenever possible