

## MANUAL OF GOOD ENVIRONMENTAL PRACTICES



### 3R'S CODE OF CONDUCT REDUCE | REUSE | RECYCLE

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This document is designed to make everyone at #TIBAteam aware of good environmental practices.

#### WITH REGARD TO OFFICE SUPPLIES

**Separate cardboard and paper** (magazines, newspapers, advertising mail, cardboard, packaging and paper and cardboard) from the rest of the waste and place them in the container intended for this purpose, previously folded, to facilitate its use in the manufacture of recycled paper. From This way, we will all avoid cutting more trees than necessary.

**Reuse used paper on** one side for drafts, etc., and use recycled paper whenever possible, but making sure that little or no chlorine is used in their manufacture. We have to re-use the folders.

**Use the preview** on computers before printing.

**Turn off your** computer when not in use, especially at mealtimes and at end of the day. If you can't turn off the computers, at least turn off the monitors.

**Separate hazardous waste** from the office (batteries, toner, ink cartridges, light bulbs fluorescent lights, etc.) by depositing them in the containers provided for that purpose. For example, a button cell can contaminate up to 500,000 litres of water. For this, it is essential that the containers are correctly identified.



## IN RELATION TO OUR FACILITIES

**Minimise waste** by reducing the use of "disposable" products, don't abuse plates, cups and disposable cutlery.

**Don't use the toilet as a rubbish bin**, avoid unnecessary 'dumping', with the consequent excess water consumption.

**The proper closure of taps** contributes significantly to saving water. A drop per second becomes 30 litres per day. Observe the correct operation of the taps for avoid leaks, malfunctions or incomplete closure.

**Turn off lights** when not in use and **air conditioners** when not in use are essential, and when in use, do so consistently. The ideal temperature in the winter is 20 degrees during the day. The abuse of air conditioning in summer, in addition to consuming a lot of energy, involves the release of gases that cause the destruction of the ozone layer.

Check the thermostat on the radiators, heating and cooling. Take advantage of the outside air when the temperature is correct. Clean lamps, can save up to 10% on electricity consumption.

**Do not switch off fluorescent lamps if they have to be switched on again in less than 30 minutes.** The highest energy consumption of fluorescent lamps occurs when they are switched on and, as far as possible, try to replace fluorescent lamps with other less polluting lighting systems.

Before ordering a device, check whether it is absolutely necessary and propose the one that consumes the least energy. Remember that the difference in consumption between appliances can be up to 90% with consequent energy and environmental savings.



This symbol means that the company producing this packaging fulfils its obligations to take back packaging waste and pay the fee for it to be collected and recycled after it has been placed in the appropriate eco-point.



This symbol means that the material it is made of is recyclable. If this symbol is inside a circle, indicates that some of the material is recycled, it can even identify the percentage of recycled material. That is why it is so important to look at the symbol itself as the percentage.



We should look at the packaging of the products we buy and look for the symbol that indicates that it can actually be recycled: we find this identification in the Moebius ring that appears in a thinner and narrower version, containing a number and letters indicating the type of material.



The EU Ecolabel means that the product or service has a reduced impact on the environment of its life cycle. That is, from its manufacture to its final treatment as waste.

## VEHICLE DRIVING

**Drive** efficiently, both in town and on the motorway, avoid braking (try to brake without stepping on the brake), drive as long as possible in the highest gears and in low revs to reduce fuel consumption, drive with the windows up, using air conditioning or air conditioning correctly.

**Respect the** maximum allowed **speeds** and drive carefully, this will prevent possible accidents and reduce fuel consumption.

**Contract** vehicle **maintenance** with companies that can prove they manage it correctly waste, spills and emissions, for example, who do not incinerate tyres because they produce dangerous gases. Control of levels and filters, tyre pressure.

**Keeping heavy and commercial vehicles in good** condition to minimise atmospheric emissions of pollutant gases due to combustion problems.

**Check the correct alignment of the** vehicle's **wheels** to avoid excessive consumption of energy.

**Use tunnel washing systems** instead of hoses to wash vehicles, as that less water is consumed.



#### WITH REGARD TO CLEANLINESS

**Keep an eye on the** chemicals used for cleaning and look for those that are identified as being less aggressive to the environment. Select those that guarantee cleaning and are less toxic and biodegradable. Keep containers of dangerous products well sealed to avoid spills and leakages. Isolate the most dangerous or those that can interact and separate toxic products from non-toxic ones.

When using cleaning products, **follow the manufacturer's recommendations** for dosage, final treatment, and disposal of empty containers, ensuring correct consumption and use to avoid further contamination.

**To use the cleaning agent**, rinse the container several times with clean water and use it for cleaning. It can be used as cleaning water. In this way, the container can be placed in the packaging and plastic container without any residue of the product it contained.

**Product labels must contain** all the information necessary for their use correct by the user: safety and environmental warnings, how to store the product, expiry dates validity, etc.

**Buy phosphate-free detergents.** Phosphates have damaging consequences on the rivers because their use helps the proliferation of algae and prevents the rest of the fauna from living.

**Reduce the volume of toilet deposits while** maintaining the effectiveness of the cleaning action. É it is good environmental practice to ensure that the amount of water used for general cleaning is adequate (WC, etc.).

**Promote measures for selective waste collection**, such as the yellow bag for cans of aluminium and all types of packaging, separating them from organic waste. Paper and glass will be separated in special containers for recycling.



#### WITH REGARD TO OUR ENVIRONMENTAL POLICY

**Be aware of** and respect the company's **environmental policy** and objectives and emergency plans established and the role that each one of us can play. plays in obtaining them.

**Find out about the organisation's environmental problems** (types of waste produced, minimisation opportunities, environmental targets to be achieved, etc.) by consulting the Logistics Area Manager and ask him/her about any doubts you may have regarding environmental issues, however small they may seem. The right action against it starts with understanding the dangers, risks and consequences of our business activity.

**Training** is a very important method of pollution prevention that should be taken into counts, as it involves employees in the proper environmental management of the company.

