

## CODES OF CONDUCT



- **Turn off** your **LIGHT** when it is **NOT NECESSARY**
- **Turn off** your **AIR CONDITION** when it is **NOT NECESSARY**
- **AIR CON. in SUMMER TIME:**
  - **OPEN** the **WINDOWS** in the **MORNING**
  - Keep **WINDOWS CLOSED** and **DRAW** the **CURTAINS** during the **DAY**
- **Turn your off** your **SCREEN** when **LEAVING** the office – during meetings, breaks, etc.
- **Turn off AIR CONDITION** when **LEAVING** your office – during meetings, breaks, etc.
- When you go home: **TURN OFF** the **RED BUTTON** on the **MULTI-ADAPTER**
- Are you the **LAST PERSON GOING HOME?**
  - **TURN OFF MULTI-ADAPTERS** in your **DEPARTMENT**
  - **TURN OFF** printers, air con., lights in your **DEPARTMENT**
- **PRINT** on **BOTH** sides

Best regards

The Green Embassy Initiative