



# CARBON FOOTPRINT

## SUSTAINABILITY MOMENT

### REDUCE YOUR CARBON FOOTPRINT BY FOLLOWING THE 5 R'S

#### REUSE

Move away from plastic, one-use items.  
Reuse cardboard boxes, containers,  
and printing cartridges.  
Focus on one area at a time. Start with  
your breakroom first!

#### REPURPOSE

Think of alternative ways to  
use something.  
Use messed up printer paper as  
scratch paper.  
Turn containers into storage bins.  
Encourage a culture of creativity.



#### REDUCE

Use less.  
Don't use as many non-recyclable items.  
Could you print double-sided? Better yet, does  
it need to be printed?

#### RECYCLE

Recycle cans, plastics, and cardboard.  
Make sure recycle bins are available  
for employees.

#### REFUSE

Refuse products with unnecessary packaging.  
Refuse wasteful and non-recyclable products.