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| **<< Insert your logo >>** |

**Waste and procurement**

Our sustainability actions

**<< Insert your business name >>**

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| Our first steps: |  |
| Transition away from single use plastics.   * Provide a free drinking water refill station (are you able to provide refillable water bottles?). * Ditch single use plastic straws, water bottles, cutlery, plates, and bags. * Avoid plastic packaging, especially if it can’t be recycled or if recycling options are limited. |  |
| Reduce the amount you print, using tech-based or other solutions when you can. Use recycled printer paper and recycle your printer cartridges, paper and cardboard. Go to [Planet Ark](https://recyclingnearyou.com.au/cartridges) to find out your recycling options. |  |
| Research what items are recyclable and explore ways you can make recycling easy for your staff  and visitors. |  |
| Train staff and display signs about waste avoidance practices and encourage visitors to carry a suitable container to store their rubbish until the next appropriate bin or recycling station, or do it for them. |  |
| Aim to purchase items that can be composted, repurposed, or recycled, and choose items packaged in sustainable materials. |  |
| Support local businesses with your purchases, especially those with clear social, cultural and environmental commitments. |  |
| Research your supply chain’s targets and achievements, and encourage them to follow you in your sustainable practices. |  |