GREEN POLICY

- ❖ All computers should have their monitors turned off when not in use.

- ❖ The last person in each section is responsible for turning off all lights except those designated "on" for safety, security, or display purposes.

- ❖ The last person in each section of each department is responsible for turning off all a/c systems except those split systems that are required on for the preservation of equipment.

- ❖ To create a base line of energy usage by examining past bills.

- ❖ To reduce the electricity used by our portion of the building not including that required for charging the submarine by 5% in 2009 and review and plan for 2010.

- ❖ Measure the effects of the company's energy policy through continued monitoring.

- ❖ Monitor the energy usage during charging of the submarine to determine a relationship between Amp/hrs and KW/hrs.

- ❖ Reduce garbage to the landfill by recycling paper, plastics, glass and other recyclable materials used by the organization.

- ❖ Set the minimum temperature on split air conditioning systems to 23°C.

- ❖ Store all card boxes, glass, paper, plastics and lead acid batteries for recycling.

- ❖ Sort items for recycling based on items and what is accepted by the recycling company.

- ❖ All documents where possible should be printed as double sided documents.

- ❖ All scraped double sided documents are to be recycled.

- ❖ All appropriate single sided documents should be reused as note pads or similar and inappropriate document should be recycled using Secure Shred