



How to Reduce Plastic in Your Office?

SIMPLE TIPS

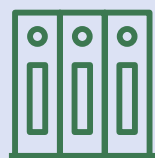


1

Know Your Waste

Check what kinds of plastic you use most (e.g. food packaging, garbage bags, office supplies).

Track how much plastic waste your office creates.

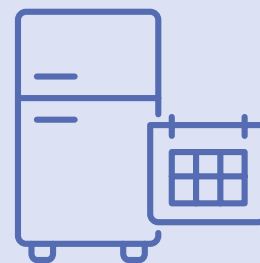


2

Make Smart Choices

Bring lunch from home or cook together to avoid packaged food.
Buy in bulk for shared kitchen items.

Choose reusable items (cups, bottles, containers).



3

Change Habits

Use fewer trash bags – only change when full.
Avoid laminating and plastic folders when possible.
Talk with your team about better alternatives.



4

Sort and Recycle

Set up clear recycling bins for plastic, paper, and other waste.
Work with cleaning staff to make sure sorting is done right.

5

Plan and Improve

Set small goals to reduce plastic use.
Review progress after a few months and adjust if needed.