



MEDZONE

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HOW MEDZONE STRIVES TO MAINTAIN A GREEN WORKSPACE

- We rarely print in colour and print in draft mode whenever possible
- We strive to re-use all discarded paper (printing on the blank side)
- We replace old printers with new high-efficiency machines (newer models use less ink)
- Each workstation is equipped for recycling paper and plastic
- Prior to replacing a printer cartridge, we extend its life by removing, shaking vigorously and re-inserting
- We recuperate meeting materials after every event (personal data is removed)
 - Recycle (tent cards)
 - Re-use (name badges, pens)
 - Re-distribute (foam core posters are offered to local art schools)
 - Donated to charities or non-profit associations (presentation folders, binders, pads of paper)
- We re-fill old printer cartridges or we dispose of them in assigned locations
- We never discard bubble wrap from packages that we receive. We re-use what we receive and avoid the need to purchase more
- We re-use all files and hanging folders (using removable labels)
- We use recyclable batteries and dispose of traditional batteries in appropriate locations
- We avoid using excessive number of DVDs (we archive files onto our FTP site, we catalogue important templates or we simply delete archive files)
- We request paperless invoices whenever possible
- As much as possible, staff avoids consuming single-serving juice boxes, disposable water bottles, snacks with excessive packaging, etc.
- When we dine out and are obliged to use disposable serving vessels (ex. sushi), we bring the empty food containers back to the office and recycle the plastic
- We use non-toxic or bio-degradable cleaning supplies (vinegar, diluted javel, green cleaning solutions)
- We shut the lights when we leave
- We open windows and use refreshing fans if we can avoid using air conditioning
- We order biologic food supplies from a local supplier (free delivery to the door)