

### **Key best practices for in the office:**

- Purchase 100% recycled content office paper. Limit printing when possible. Print double sided when printing can't be avoided.
- Distribute documents digitally and implement an opt-in policy for hard copies.
- Supply clearly labelled recycling bins in all workspaces.
- Always provide water jugs or fountains, encouraging the use of reusable water bottles.
- Provide reusable dishware and cutlery in eating areas.
- Never purchase or provide Styrofoam products.
- Donate excess food to local shelters.
- Turn off all lights and electronics, including computers, at the end of each day.

### **Key best practices for on set or location:**

- Always provide water jugs or fountains and encourage the use of reusable water bottles. Use paper cups with water jugs instead of providing single use plastic water bottles.
- Never purchase or provide Styrofoam products.
- On large catering days, donate excess food to local shelters.
- Enforce a strict no-idling policy for all vehicles, except in cases of extreme temperatures.
- Use rechargeable batteries when possible. Always properly recycle dead batteries or donate batteries that still have power.
- Use LED Lighting to save energy and reduce generator use where possible.
- Use solar to recharge batteries where possible.
- Use battery powered generators (such as Portable Electric, GripTrix or Goal Zero) in lieu of gas or diesel generators.

### **Key best practices for construction (if applicable):**

- For set walls, inform builders that any Lauan/Meranti purchased shall be FSC-Certified.
- Source used materials for set builds and set dressing instead of buying new.
- Donate unwanted set materials to local nonprofits organizations.

### **Key best practices for wardrobe, hair & make-up (if applicable):**

- Avoid dry cleaning when possible and, when required, use a PERC-free, environmentally preferable dry-cleaner.
- Use reusable shopping bags and garment bags return clothing hangers for reuse.
- Select cruelty-free, non-toxic and organic products. (Reference EWG's Skin Deep guide or Campaign for Safe Cosmetics for more information.)
- Recycle cosmetic packaging and product containers.
- Avoid the use of ozone-depleting aerosols and petroleum based synthetic chemicals (mineral oil, sulfates, etc.).