

# Join our sustainability commitment at the office.



## Energy and Resource Reduction

- ✓ Turn off electronics and lighting and lower A/C settings every evening
- ✓ Replace burnt out incandescent or fluorescent light bulbs with efficient LED lightbulbs
- ✓ Use DocuSign when practical
- ✓ Walk, bike, carpool or take public transit to the office whenever possible



## Waste Reduction

- ✓ Utilize only reusable containers
- ✓ Avoid disposable food and drink utensils
- ✓ Take notes electronically
- ✓ Place a recycling center in a prominent location in the office



## Alternatives and Other Practices

- ✓ Use Ecosia search engine rather than Google (a tree is planted for every 45 searches)
- ✓ Implement a community service policy for employees
- ✓ Bring in plants to improve indoor air quality and foster a more natural office environment
- ✓ Review current vendors and find greener ways to do business



## Sustainability Best Practices

Every day at Fine Tune, we strive to make conscious choices that will help to lower our carbon footprint. When everyone participates in just a few of these choices, we can better ourselves and our environment.