



Main Sail Environmental Policy

Main Sail understands that even a service business can produce harmful effects from its operations that affect the local and global environment. Main Sail is committed to minimizing its impact on the environment.

The key points of Main Sail's strategy to minimize its carbon footprint are:

- "Go Green" by using less paper and implementing power efficient electronic systems.
- Minimize waste by regularly evaluating operations to ensure they are as efficient as possible.
- Actively promote recycling internally and at our customers and suppliers.
 - All paper should be shredded and recycled.
 - All plastics and cans should be recycled
 - All printer and toner cartridges should be recycled
 - Record removal of recycling content and weight of package / bag.
- Meet or exceed all environmental legislation relating to Main Sail's operations.
- All electronics, laptops, phones, copiers, printers, chargers should be set to sleep after 3 minutes of non use
- All Machines (laptops, pc's, printers, copiers etc) should be powered off prior to leaving for the day.
- Office supply orders for paper should be for paper with no less than 30% recycled material
- All printed papers should be used for scrap (back side of paper) prior to shredding
- All printed materials should be printed on both sides of the page.
- Lighting should be turned off for any room / office / area that is not currently in use
 - Obtain automatic sensors for rooms / offices for auto on feature with 5 min auto shutoff delay (no motion detected)
 - Turn off lights in all public areas (bath, hall, kitchen etc) when not in use.