



Most people recycle their waste at home but find it difficult to apply the same habit at work. At **DFK Gray Perry** we are actively working to make our company carbon neutral by minimizing and recycling office waste.

Reducing

We are reducing our need for paper resources by utilising the double-sided facility on our printer and providing clients with Financial Statements and Tax Returns printed double sided when appropriate. We have changed our copy paper to a 50% recycled product and recycle our printer cartridges.

Our fax machine uses plain paper instead of thermal paper which requires more energy to produce. Thermal paper is not recyclable.

We are using email and electronic filing as much as possible. We encourage clients, financiers etc to accept electronic copies of documentation and we are implementing a secure system where clients can access electronic copies of their documents 24 hours a day, further reducing the need for printed documents.

Internally we use email and our intranet to share and update information instead of providing multiple copies of printed documents.

Switching off computers, monitors, lights etc at night reduces energy usage and our carbon footprint.

Reuse

We reuse as much surplus paper as possible for notes and rough drafts. However some documents which contain confidential client information cannot be used in this manner. For this type of office waste we have a Security Bin which is collected periodically. The contents are shredded then sent away for processing and turned into recycled copy paper etc.

Recycle

Waste is inevitable, but we can reduce how much ends up as landfill. We recycle packaging, used envelopes, marketing leaflets, cans, bottles etc into a 90L tub provided by the City Council. The tub is collected weekly and the materials are sent to a number of organizations for processing into various types of products.

“Recycling is a simple thing everyone can do to reduce their impact on the planet.”
Planet Ark

