TFL HEADQUARTER HAS A GREEN POLICY!

TorinoFilmLab is doing its best to incorporate sustainable practices into our daily office operations. But everyone can feel lost and in need of some guidance. So, we've put together a list.

This policy outlines the commitment to minimising our environmental footprint and promoting responsible resource management.

By implementing these practices, we want to build a more sustainable future, or at least do our part.

1 DEVICES AND DIGITAL TOOLS USAGE

Adjust your computer's power settings to automatically enter **sleep mode** when inactive

Reduce **screen brightness** to conserve energy (did you know?)

Take care of your devices to prolong their lifespan, reducing the need for frequent replacements (and save some money as well)

Consider **repairing** devices rather than replacing them

When devices reach the end of their life, dispose of them through **electronic waste recycling** systems ☺

Disable auto-play on video and audio content to reduce unnecessary data usage and energy consumption (you can find this option in the settings of your browser)

Set your devices to **energy saving mode** / low power mode to save battery life
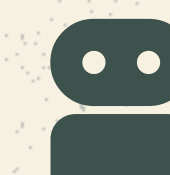
Reduce the use of artificial intelligence to a minimum (did you know that a ChatGPT search has 10 times more impact than a Google search? And that it is estimated that AI can emit around 3.8 tones of CO_2e every single day? And that each 100-word email written by ChatGPT requires the consumption of one bottle of water – yes, water is used for cooling data centers – ?)

1 DEVICES AND DIGITAL TOOLS USAGE

Consider to use a more sustainable search engine (for example, ECOSIA! It is the world's greenest search engine, using 100 per cent of its profits for the planet and producing twice as much renewable energy to power all searches)

Maintain a tidy inbox by regularly deleting old emails, especially those with heavy attachments and clearing spam and trash folders

Reduce email traffic: avoid "reply all" unless it is essential and copy only necessary people

Avoid sending heavy attachments: use links to cloud-based services (we are lucky! Dropbox – the tool TFL is using – has solid environmental policies and a clear plan to reduce its carbon footprint)

Clear e-mail thread when possible

Unsubscribe from unnecessary mailing lists (we both know you are not going to read them)

2 WASTE MANAGEMENT

Implement a comprehensive recycling system for paper, plastic, glass, and metal

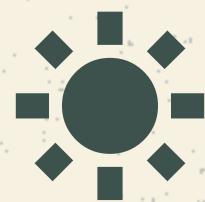**Minimise the use of single-use products**

Reduce paper consumption

Prioritise **double side printing** (or avoid printing, if you can!)

3 ENERGY CONSERVATION

Make use of **natural light** whenever possible (aka on sunny days)

Turn off computers, monitors and other **electronic devices** and unplug chargers when not in use (we know, this is hard)

Optimise heating and cooling systems

Turn off lights and air conditioning when a room is empty (byeeee)

4 OFFICE SUPPLIES

Purchase **recycled and sustainable office supplies**

Reduce unnecessary printing and photocopying

Encourage the use of **reusable containers** and water bottles

5 SUSTAINABLE SUPPLIERS

Prioritise suppliers with **sustainable practices** or **environmental certifications**

There's lots of **non-profit organizations**, collaborate with them!

When purchasing food for office meetings, prioritise **vegetarian, local and seasonal products**

6 TRANSPORTATION

Public transportation rules. But we also love cycling, carpooling or walking to reach the office

Sometimes an **online meeting** works as well as a face-to-face one. Right?

Reduce unnecessary **travels**

7 MONITORING AND EVALUATION

Regularly **review and update this policy** to reflect best practices

Gather feedback from staff on the effectiveness of sustainability initiatives!

8 COMMUNICATION AND AWARENESS

Display **e-mail signage promoting sustainable practices** throughout the office

Provide **regular updates** on the office's sustainability efforts

Encourage **staff participation** in environmental initiatives