



Instructions for Reducing the Use of Plastic Materials

Reducing paper consumption is a significant contribution to preserving trees and protecting the environment. Here are some important tips to reduce paper usage

1- Proofread before printing:

- Carefully review documents before printing to avoid errors that would necessitate reprinting
- Use appropriately sized images to optimize page space
- Print on both sides of the paper whenever possible

2 - Use electronic mail instead of paper mail:

- Use email as the primary means of communication
- Avoid printing emails unless absolutely necessary

3 - Use electronic storage for information :

- Use computer software and cloud storage to save files and documents electronically
- Limit printing of reports and documents

4 - Work towards a full digital transformation :

- Strive for digital transformation in all transactions and operations
- Develop and adopt electronic systems for managing documents and processes





Instructions for Reducing the Use of Plastic Materials

Understand that the use of plastic leads to excessive environmental pollution and negatively impacts human health
Familiarize yourself with important tips for reducing plastic consumption

- Replace disposable plastic products with environmentally friendly and biodegradable alternatives
- Use reusable water bottles to minimize environmental pollution
- Use paper folders instead of plastic ones to reduce plastic use in official college transactions
- Minimize the use of plastic bags and support the use of environmentally friendly alternatives





Energy Saving Tips

- 1. Disconnect unnecessary devices: Turn off lights and electrical appliances when leaving a room**
- 2. Utilize natural light: Take advantage of daylight for illumination**
- 3. Set air conditioner to 25°C: Maintain a comfortable temperature setting**
- 4. Close doors and windows: Conserve energy by preventing heat loss or gain**
- 5. Adjust curtains: Use curtains to regulate temperature, keeping them closed during the day in summer and open during the day in winter**



