



Hello **Green** Tomorrow GREEN GUIDELINES

“FIVE SIMPLE THINGS”
*To help Avon Go Green
in the Workplace*

1: SAVE PAPER

DID YOU KNOW? If each Avon associate printed just 5 fewer sheets of paper each day, we would save approximately 5,400 trees and reduce CO2 emissions by almost 54,000 metric tons, and save more than \$250,000 in one year!

• OVERALL ADVICE

- Review current paper process: can it move online?
- Before you print, ask yourself: is it really necessary?
- Distribute paper documents only when required

• THINK BEFORE YOU PRINT - PUT IT ONLINE

- Need to save an email? Save it as a document on your computer instead, such as a tif . image.
- Need to review/compare documents? Use a split screen on your computer to compare information.
- Need to print handouts for a presentation? Reserve a laptop and projector for the conference room and explain to meeting attendees our efforts to reduce paper.
- Are there duplicated newspaper subscriptions or too many publications in your department? Transfer your subscriptions to an online account, or share a publication with colleagues.

• USE PAPER SPARINGLY

- Ask if your printers can be set to automatically print double-sided. (Note: all multi-functional devices have this feature.)
- Check settings before printing & edit letters to fit one page
- Use smaller font & don't print irrelevant pages
- Print in black & white only. When possible, set printer to “draft” to reduce ink. (Click “Options,” then “Draft Output” under printing options.)
- Print slides as handouts, 3 or more slides per page (*Go to: Print, Print what: select handouts, then indicate how many per page*)
- Re-use/recycle inter-office envelopes; use post-consumer-recycled envelopes and green labels
- Switch from paper cups in your pantries/kitchens to mugs
- Use e-Archiving: backup files on electronic memory sticks, etc, and recycle all old paper files
- Encourage mailroom to reduce materials

• DON'T FAX BY HAND - FAX DIGITALLY

- Use E-fax: Manage faxes digitally & save time, trees, ink and paper supply costs (Go to www.efax.com) *Note: please consult with your IT department before using this*

• REDUCE PHOTOCOPYING:

- Don't make photocopies unless absolutely necessary
- Set copier to double- sided print



ROLE MODEL REGION:

All of Avon China's equipment is programmed to print double-sided



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2: REDUCE, REUSE, RECYCLE WASTE & WATER

2A: WASTE

DID YOU KNOW? If 40,000 associates used a refillable water bottle (rather than a new plastic bottle) each day for a year, by avoiding the production of new bottles we would save 140 tons of plastic, the energy equivalent to 5,000 barrels of oil.

• **OVERALL ADVICE**

Recycling still requires use of energy and resources, so reducing waste at the source is the most effective means of minimizing resource consumption:

- It's better to recycle than send to a landfill
- It's better to re-use than recycle
- It's better to reduce the amount you need than re-use
- It's better to eliminate the material than reduce use

• **RECYCLE***

Establish a recycling program, if your building doesn't already have one, and place recycle bins in all offices. Ensure they're accessible and clearly marked for the following:

- **PAPER** → Computer print outs, mixed papers, newspapers & journals, cardboard
- **CANS** → And all metal
- **PLASTIC & GLASS BOTTLES**

**Please note: recycling laws vary per region, so please check with your local waste disposal companies or the local authorities as to what can and can't be recycled*

• **ELECTRONIC WASTE or “E-WASTE:” all office equipment such as:**

- Computers & monitors
- Toners & ink cartridges
- Fax machines, scanner & copiers
- Cell phones & chargers, blackberries & beepers
- Computer disks & other storage devices.
- Cords, cables, mice, printed circuit boards
- CDs & DVDs, diskettes, and their cases
- Video and audio tapes and their cases

DID YOU KNOW? Properly disposing used electronics prevents toxics like lead and mercury from leaking into groundwater. Each reused toner cartridge keeps approximately 2.5 pounds of metal & plastic out of landfills and conserves half a gallon of oil. Reusing and recycling e-waste conserves our natural resources and avoids the greenhouse gas emissions from manufacturing new products.

2A: WASTE (continued)

• OPTIONS TO RECYCLE E-WASTE:

**Check with your IT department to make sure you are following company policy, which adheres to local laws. If no policy is in place, please establish local recycling practices for e-waste, if possible:*

- Ask your vendors if they will pick up their used electronic products (Example, HP picks up their used printers from Avon NY, and offers return envelopes for used toner cartridges)
- Check if your region has a municipal electronics recycling program
- See if there's a local e-recycling business (see www.greendisk.com as an example)
- If all else fails: donate used electronic equipment to your local charity, after clearing with IT policies

2B: WATER

DID YOU KNOW? A few simple water efficient measures & effective communications can cut our water bill by 50%*

**Toilets and sinks make up majority of water used in offices.*

Consider the following options to **DECREASE WATER USAGE** in offices:

- Calculate your current water usage so you can then monitor how efficient the water saving initiatives are
- Check for leaking pipes & taps
- Always switch off taps not in use; don't keep taps running longer than necessary
- For pantries with dishwashers: Don't pre-rinse objects; it uses extra water
- Place spray inserts into taps
- Encourage facilities management to consider: variable flushing handles on toilets; "cistern replacement devices" in toilets to save water; & waterless urinals
- Install push-button taps on sink faucets: cuts water usage by 50%
- Consider waste water recycling
- Ensure everyone is aware of the need to be more water efficient



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3: SAVE ENERGY

DID YOU KNOW? If all 40,000 Associates turned their computers off overnight, we would save enough electricity to power 2,000 homes for a year and 16,000 metric tons of CO₂.

• OVERALL ADVICE

- Turn off electronic items not in use
- Consider alternative ways to reduce carbon footprint via commute

• OFFICE EQUIPMENT - Moderate Usage Through “Traffic Light System”

Post colored stickers prominently on electronics, indicating whether they should be turned on or off.

- **Green** = Can switch off when not in use. Example: most office computers, battery chargers, heaters, lights, fans, etc.
- **Amber** = Leave on during day, switch off end of day. Example: photocopiers and printers (12 hours or more on standby costs more than the once-a-day warm up.)
- **Red** = Must be kept on all the time. Example: phones. Check the equipment specifications, to ensure the correct label is used.

• OFFICE TEMPERATURE - Regulate Efficiently

- Ask your facilities to only switch on air-conditioning when necessary
- Try to reduce heat sources: replace normal light bulbs with energy-efficient ones, which only produce light, not heat
- Shade your windows
- Reduce energy used for heating: Use of timers/thermostats. Reduce settings for after hours /weekends. Reduce the use of fan heaters, they are expensive to run.

• LIGHTING

- Use natural light where possible
- Install light motion sensors in less used areas
- Install timers on lights to go off in hallways after hours & weekends
- Turn off lights (at desks, etc) when not in use
- Replace light bulbs with energy-efficient bulbs when possible
- Upgrade equipment to energy-efficient when time to replace it. Example: in Avon US, seek equipment with “energy star” label.
- Unplug blackberry, phone chargers and appliances when not in use. Even when turned off or charged, they still use energy - and costs - if plugged into socket. It’s known as “vampire energy.”

DID YOU KNOW? In the U.S. “Vampire Energy,” the energy used when an appliance is on standby but still plugged in, is estimated to cost US consumers \$3 billion annually. If all associates unplugged their cell phone chargers when not in use, we could save 1,000 metric tons of CO₂. That’s enough to power 100 homes for a year.

3: SAVE ENERGY (continued)

DID YOU KNOW? Energy-efficient light bulbs last 12 times longer and consume 1/5 of the energy as traditional bulbs. Energy-efficient light bulbs are cheaper because they focus on creating light, not heat: 90% of energy used by traditional bulbs is wasted in producing heat.

- **COMMUTE & OFFICE TRAVEL - Reduce Carbon Footprint**

- Use videoconferencing versus business travel whenever possible: see global.it.avon.com, under insideavon.com for “remote collaboration tools”
- If possible, carpool or use public transportation – bus, subway, train – rather than driving to work everyday

DID YOU KNOW? Carpooling, using transit, walking or bicycling—just one day a week for a year—can save the typical commuter about 1,200 miles on their vehicle and about US\$455 in total driving costs! It’s good for the environment too. **If 40,000 Associates carpooled one day a week for the year, we would save almost 20,000 metric tons of CO2.**



ROLE MODEL REGION:

UK and Poland implemented “Night Watchman,” a technology that powers down computers after 8 PM. Computers in Avon US and in other markets around the world go off at 10 PM. China uses its decorative lighting only on special days.



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4: SUSTAINABLE SOURCING OPPORTUNITIES

DID YOU KNOW? If all 40,000 Associates chose not to use a plastic takeout lunch bag once a week, we would save 12,000 metric tons of CO₂. That's equal to the emissions of burning over 1 million gallons of gas.

○ OVERALL ADVICE, WHEN POSSIBLE

Please work with your local sourcing departments to consider these options, as long as they meet total business needs for that good or service, do not compromise any current agreements with suppliers and are aligned with sourcing best practices

- Think before you buy: Is the item really necessary or needed?
- Consider green, local vendors for office supplies & ask if they take back packaging for re-use
- Buy Local, Think Global & support your local economy in process
- Buy in bulk – it is cheaper and saves on packaging
- When planning events ensure venues and the consumables used are as 'Green' as possible

○ OFFICE SUPPLIES - Recycle & Refill, When Possible

- Buy non-chlorine bleached and recycled paper or office stationery made from re-used recycled resources
- Use re-useable/refillable supplies for pens, pencils, tape dispensers, batteries, etc.
- Use paper clips /treasury tags instead of staples
- Ensure that envelopes with “windows” – plastic where address shows - are made from cellulose which is recyclable

DID YOU KNOW? If 10 million office workers used one fewer staple a day -- instead re-using one paper clip – each person could save 265,000 pounds of steel!

○ CLEANING SUPPLIES

- Buy bio-degradable, non-toxic products or reduce number of different products
- Consider daylight professional cleaning – Ask cleaners to clean during day to save lighting in evenings
- Bathroom supplies – buy in bulk, buy recycled toilet tissue and paper towels when the best possible value

○ FOOD & BEVERAGES

- Consider ordering sustainably grown, local organic food
- If it is possible for your office, consider establishing a local compost for all remaining perishable food from meetings and cafeterias. Example: Subaru created an industrial-scale compost (with a worm track) that enables them to use the fertilized soil on factory grounds, and sell it to local nurseries.
- If your office has a kitchen or pantry, use reusable dishes and biodegradable soap
- For the cafeterias, consider switching utensils, dishware & containers to recyclable or bio-degradable materials. Examples: utensils & dishes made of corn starch or sugarcane fiber; straws made of recycled paper rather than plastic.



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5: TALK & TAKE ACTION

DID YOU KNOW? If 40,000 Avon associates each talk to 5 friends about the 5 simple things, and they each talk to 5 friends, then 1 million people will be having a green conversation!

• OVERALL ADVICE

Going Green in the Workplace is a grassroots initiative that relies on the participation and ideas from all associates, at every level of the company. Let's build momentum through activities that engage and educate the whole office, and have fun in the process!

• GET INVOLVED & EDUCATE OTHERS

- Talk to your local Green Ambassador to: join your local Green Team, host a green activity, or plan local events during Green Week, June 1-5
- Gather a group of colleagues to volunteer for an environmental project in your community - cleaning up a park, etc.
- Have a great green idea or best practice to share? Send it to the Hello Green Tomorrow Communications Team by typing "Hello Green Tomorrow" in the "To" field of your email.
- Check out Avon's Corporate Responsibility site to learn about the multitude of environmental practices already in place at our manufacturing and distribution sites:
<http://responsibility.avoncompany.com/>

• PARTICIPATE IN A GREEN CONVERSATION

- Join a Green Innovation Brainstorm Luncheon with colleagues to share ideas for going green – both at work and at home
- Participate in a Eco-Expert Luncheons:
 - Invite NGOs or government representatives to discuss recycling or pollution initiatives and regulations in the region
 - Invite eco-friendly vendors to discuss the power of green products, or the harmful effects of non-green products

• JOIN A GREEN COMPETITION

- Attend or host a Go Green Competition. Example: A prize for the department that uses the least amount of paper, or the associate with best recycling idea or the greenest commute.
- Make a video or a photo essay to share the best green practices in your department
- Avon Eco-Jeopardy: a trivia contest about green practices, trends, statistics, etc.