

## **Annexure-8**

### **Environmental checklist**

#### **Events**

1. Avoid use of plastics
2. Insist on using glasses and paper plates as much as possible or even look at other bio-degradable option such as leaf plates to serve food
3. Use cloth banner
4. Avoid mineral water bottles where water coolers/purifiers are present
5. Reuse banners, charts where possible

#### **Office**

1. Avoid use of plastic
2. Conserve electricity
3. Alternatives to cards or ways of reusing them effectively
4. Reusing paper
5. Minimise printing
6. Explore cost of using recyclable paper for printing

