

MGA Resource Smart Action Plan

MGA is committed to providing an innovative, green-oriented and enjoyable workplace for all staff. We encourage staff to consider ways in which to reduce power and water usage and decrease waste within our workplace. MGA has emphasised to all employees how all ideas with merit will be explored.

MGA is dedicated to improving our 'Green' credentials and is implementing practical initiatives within the workplace to reduce our effect on the environment.

Simple Steps

The following steps are to be used by all MGA employees in order to do our share for the environment.

Internal Printing

- MGA internal documents must be printed double sided and at a reduced font shade of minimum 75%
- These features can be accessed via the 'Print Properties' screen; whereby 'Print on Both Sides' is selected to ensure duplex printing and 'Imaging', 'Print quality', 'Custom', 'Custom Quality Setting', 75 or 50% then is selected to reduce the font shade.
- These two measures will significantly reduce our use of paper and toner, thereby fulfilling our goal of less waste within the workplace.

Recycled Paper

- Non-privileged documents will be used as paper within our fax machine. Please remember to mark the already printed side with a yellow highlighter.
- Toilet paper and printer paper will be replaced with recycled brands.

- Recycling paper not only reduces the amount of waste to landfill, it also contributes to sustainable resource usage. For each tonne of paper that is recycled, almost 13 trees, 2.5 barrels of oil, 4100 kWh of electricity, 4 cubic metres of landfill and 31,780 litres of water are saved.

Paperless Office

- Where possible all MGA employees will use email or telecommunication as the preferred method of correspondence within the workplace.
- Ask respondents to return correspondence via email or where possible to print documents double-sided
- This will reduce our reliance on paper and stationary whilst helping the environment.
- MGA will track the amount of paper used and benchmark regularly, ensuring that over time real results are the outcome of these initiatives.
- MGA asks all employees to 'think before you print' and ask is there a reason you need a printout of that document?

Electrical Equipment Shut Down

- MGA computers must be shut down completely at the end of each working day by all employees. This includes turning screens off every evening.
- The printers are to be switched off completely at the end of each day.
- Power switches will be turned off every Friday evening and switched back on Monday morning.

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PH: (03) 9584 5132
MOB: 0419 320 326
FAX: (03) 9585 4330

www.liquorlicenceplanners.com.au
alankayman@liquorlicenceplanners.com.au