



EUROPEAN ATHLETICS
**INTERNAL SUSTAINABILITY
CHARTER**

Our Green Lifestyle
January 2021

TABLE OF CONTENTS

INTRODUCTION.....	3
WE ARE ENERGY SAVVY.....	3
• Lights off.....	3
• Computer energy settings.....	3
• Office electronic equipment.....	3
• We unplug our device chargers.....	3
• Heating & Cooling	3
• Energy greedy appliances.....	3
GIVE OUR GARBAGE A SECOND CHANCE	3
• Container Recycling.....	3
• We recycle batteries.....	3
• Electronic waste	3
• Eco-To-Go	4
• Paper Recycling	4
SMART PRINTING	4
• Double Sided Print Default.....	4
• Previously Used Paper.....	4
• If we don't ask.....	4
• Electronic Filing.....	4
ZERO WASTE.....	4
• BYO Glass	4
• Water.....	4
• Filtered and chilled water stations.....	4
TO BUY OR NOT TO BUY	5
• One man's waste is another man's asset.....	5
• Order office supplies sparingly	5
• Say "No Thanks" to plastic bags	5
ECO TRANSPORTATION.....	5
• Walk, run, cycle or take public transportation to work.....	5
• Transit	5
• Flight addict	5
GREEN EVENTS	5
• Minimise waste at your next meeting.....	5
• Green Events	5
• Green Inspiration.....	5
HOW ARE WE DOING?.....	5
SIGNATURES	6

INTRODUCTION

A single plastic cup takes between 100-1000 years to decompose; unwittingly we are contributing to environmental hazards. We do have a choice of using a glass cup instead. Such minor acts of environmental consciousness added together will make a difference. At European Athletics we talk about sustainable and green events, but we are also concerned to adopt the good practises of a socially and environmentally conscious citizen in our daily life.

This charter defines a set of behaviour that we, European Athletics staff members, commit to adopt in order to do our bit in reducing environmental waste and inspire others.

WE ARE ENERGY SAVVY

- **Lights off:** Whenever possible, we turn off the lights as we leave our personal offices or workstations, a shared space (e.g. meeting room, bathroom) and always at the end of the work day. We think for one another and notice when lights are on in an unoccupied room. In addition, we open our blinds during the day and do not use the lights when there is sufficient light.
- **Computer energy settings:** All our computers are set to go to sleep after 10 minutes and hibernate after an hour.
- **Office electronic equipment:** We turn off our computers, monitors, peripherals (e.g. speakers) and other shared electronic equipment (e.g. printers, copiers, coffee machine, etc.) at the end of the day.
- **We unplug our device chargers** when they are not in use. These “vampire loads” draw electricity even when our device is not attached. Wherever possible, multiple sockets will be installed on our desk in order to switch off the electricity to all our equipment in one click only.
- **Heating & Cooling:** We close all windows before leaving the office at the end of the day. To reduce our consumption of energy, the blinds are programmed to open and close according to the wind and the sun.
- **Energy greedy appliances:** We avoid using personal heaters and air conditioners as much as possible.

GIVE OUR GARBAGE A SECOND CHANCE

- **Container Recycling:** We recycle glass, aluminium and PET bottles. We put our rinsed, empty containers in the appropriate bins located in the kitchen.
- **We recycle batteries** and small, portable electronics such as cell phones in the box located in the cafeteria.
- **Electronic waste:** Electronic equipment may contain toxic chemicals including lead, cadmium, mercury and other heavy metals that are harmful to the environment if they end up in landfills. Depending on the condition of our computers and accessories, it is either given to a local association to be given a new life being used for the education and training of people in difficult situations, or it is responsibly removed. By choosing [Canon](#) and its commitment to “minimise waste by recycling and re-using resources and materials to help counter the threats of climate change”, we ensure that our old printers/scanners will be treated the best way.

- **Eco-To-Go:** We favour reusable lunch boxes for our takeaway lunches. When going out to pick up your lunch, we strongly encourage you to take one of the washable lunchboxes which is available for you in the kitchen.
- **Paper Recycling:** Newspapers, magazines, catalogues, envelopes, used papers and Post-It notes can all be recycled. Therefore, we use the small and large bins to recycle paper products. We also flatten the cardboard and place it in the room provided for this purpose located in the parking area.

SMART PRINTING

- **Double Sided Print Default:** Our computers are set to print double sided by default. If not, we ask the staff person in charge of IT to help us with this.
- **Printing 2 pages on one side:** We also consider printing more than one page per side.
- **Previously Used Paper:** We print on previously used paper for any non-confidential draft documents. For this we use the paper stored in the designated bin beside the canon printers.

When we need to print a **single page** working document:

- First, we ask ourselves: Do we really need to print this page? If we do, we need to make sure to:
1. click on print properties of the Canon Printer
 2. click on the "paper source" tab
 3. and choose Multi-Purpose Tray (you will feed this drawer with the used sheets of paper)

When we need to **print more than one page:**

- First, we ask ourselves: Do we really need to print these pages? If we do, let's check that our printer is set on "print on both sides".
1. If it is not, we click on print properties of the Canon Printer
 2. click on the "finishing" tab
 3. and select "2 side printing" in the print style field

- **If we don't ask...:** We ask our committee/commission members in advance if they want to be given paper copies of the meeting documentation.
- **Electronic Filing:** We scan, organise, save and share our files with our colleagues on the F: Drive and reduce the number of printed versions until the document is finalised. This way, we save space and paper.

ZERO WASTE

- **BYO Glass:** Drinking fountain or tap water in glasses or in drinking bottles can help drastically reduce the number of disposable plastic cups we discard. If we do not like to use the glasses available in the kitchen, we bring in our own.
- **Water:** As soon as we spot any leaky taps, showerheads or toilets, we let the corporate department know so that the issue can be fixed.
- **Filtered and chilled water stations** are available in the office, so we do not buy plastic bottles thus reduce the waste heading to landfills.

TO BUY OR NOT TO BUY

- **One man's waste is another man's asset:** We bring back the office supplies we do not use to the supplies closet so that other can use them. This way we avoid purchasing new items when we do not need to.
- **Order office supplies sparingly** and select office supplies that contain recycled content from the list available by the corporate department. The corporate department will always propose you a "green" equivalent before ordering the desired item.
- **Say "No Thanks" to plastic bags:** Consider if you need to take a plastic bag when at the cashier. Plastic bags are made from fossil fuels and remain toxic even after they break down— and many of them end up discarded in our oceans. A few shopping bags made from the old European Athletics flags are at your disposal.

ECO TRANSPORTATION

- **Walk, run, cycle or take public transportation to work:** If possible, we walk or bike to the office as we have a conscious and healthy lifestyle. A bike rack is available in our internal parking for you to park and secure your bike. When we feel like it, we run to work to stay healthy. European Athletics offers showering facilities at the office.
- **Transit:** European Athletics pays for the ½ price CFF pass for all employees who commute and encourage all of us to take advantage of it.
- **Flight addict:** Choose videoconferencing or the train for destinations not far away and reduce our carbon footprint.

GREEN EVENTS

- **Minimise waste at your next meeting:** We reduce or eliminate paper handouts, ask your caterer to supply non-disposable dishware, request food items like milk/ cream, sugar and condiments in bulk.
- **Green Events:** Through the Sustainable Athletics Event Guide (available on the European Athletics website), we provide a framework, guidelines and a growing information database that make it possible for any athletics event - in stadium, road race, cross country or mountain running - to easily manage and benefit from activities that impact its physical and social environment.
- **Green Food:** We recommend you, but also our Organisers, to preferably order locally.
- **Green Inspiration:** We engage the public in sustainability-themed activities that bring value to the local community and promote our events.

HOW ARE WE DOING?

On a regular basis, we will measure our electricity consumption (Kwh); overall numbers of pages printed and assess our recycling habits.

SIGNATURES