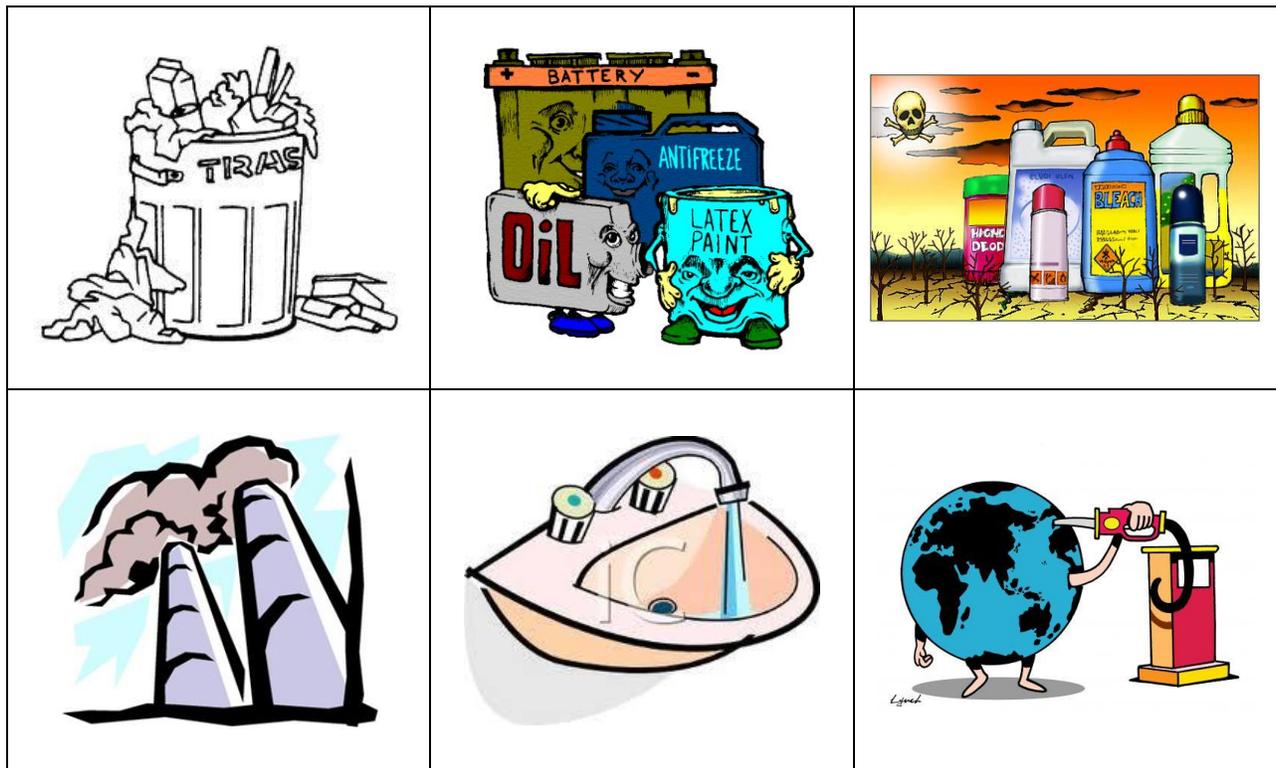<u>**Environmental Protection**</u>

Introduction

The environment is considered a serious social and economic issue that needs to be addressed seriously if we are to preserve the quality of life for ourselves and the generations to come. Environmental policy began in response to local problems, but later spread across national borders, caused general concern. Over the years, the EU has shown a great interest in environmental protection and most probably became a global frontrunner in this issue. Cyprus, as a European Union member state, is becoming more environmentally aware and its organizations are promoting environmentally friendly practices and culture.

Some negative environmental impacts from hotel operations are:

The 3 R's

The basic rule for successful environmental practices is The 3 R's:

Green Practices

Practice 1 - Recycle

There are many items that you can recycle: Office paper (like copy paper, envelopes, magazines), carton boxes, PMD (like cans, plastic bottles, tetra pack containers), other plastic containers and items, glass, batteries, lamps, cooking oil, wood, printer cartridges electrical and electronic equipment. There are recycling bins and stations available at all departments, at each floor and at two public areas. All recycled material is collected centrally and then provided to an approved recycling company.   Follow the four step process to recycling.

Step 1 – Identify recycling bins convenient to your work area

Signs for most popular recycling material

Step 2 – Inform guests on recycling and recycling bins available at the hotel

Bin for paper, PMD, glass at outdoor areas   Right: Recycle Bins at

Step 3- Start Recycling

Step 4 – Recycling is provided to Greed Dot

Practice 3 – Conserve energy

- The hotel invests in low energy consumption appliances and electric bulbs.
- Do not leave electrical appliances on standby. Turn off electric appliances whenever you are not using them, especially when leaving the work area.
- Always turn the lights off when you leave a room.
- Switch computers to energy-saving settings - Monitor and display sleep - Turn off after 15 minutes or less, turn off hard drives and hard disk sleep - 15 minutes or less and system standby or sleep: After 30 minutes or less.
- Set air-condition units to 23-25°C

Practice 4 – Conserve water

- Make prudent use of water. Turn off faucets and taps when not in use.
- Keep water flow to the minimum necessary. For example taps in kitchens should have a maximum flow of 10 liters per minute
- When possible use grey water.
- Only use dishwashers and washing machines on full load
- Remind guests the option of reusing towels in order to cut down on the amount of water used in laundry equipment.
- Do not water grounds in the heat of the day. The best time to water is in the evening
- Inform the Maintenance Department in case of a leakage.

Practice 5 – Use less paper and ink

- The printer and copier are some of the most used office items. Every day they crank out tons of copies, faxes, emails and other documents. Here are some ways you make your printer use greener: Try not to print in color, use a printer that does double-sided copying, print in draft mode. In addition, try to print more screen pages to a paper page.
- Recycle ink and toner cartridges.
- Reduce material that is printed to a print house.
- Review any documents online instead of printing them out. It's commonplace to hear people say that they cannot read on the computer screen. However, it is a learned skill like most work skills, and with practice, it is possible to read most of your work on-screen and print only when necessary.
- Use e-mails for internal communication.
- Use info point and lobby TV screens for communicating events and news to guests.

Practice 6 - **Switch to green supplies**

One easy practice is switching over to green supplies. Materials such as chemicals, copy paper and toner are available as eco products or as recycled materials. Other supplies that are environmentally friendly can also be purchased and introduced.