

TTR GROUP – THE ENVIRONMENTALLY RESPONSIBLE OFFICE



In its code of conduct, TTR Group has declared environmental protection to be a key value in its corporate activities and has made the commitment to assume its environmental responsibilities. Clause 7 in our code of conduct states: "We are aware of the limited natural resource of our plant. When selecting equipment and supplies for work we will consider the environment and keep consumption as low as possible."

The environmentally responsible office at TTR Group is based on the following measures:

Appropriate disposal of waste

- We separate paper and cardboard from the rest of waste and place it in the containers provided.
- We only dispose of toner in reusable packaging and have it disposed of properly by our suppliers.
- Old and defective electrical devices are always collected by specialized companies.
- We take dead batteries and old lamp bulbs to the appropriate collection point.
- We always use returnable glass bottles when entertaining our business partners.
- Our coffee machines do not generate any waste aluminum.

Saving resources

- We think twice whether we really need to print or copy documents.
- We only print in color if absolutely necessary.
- We do not leave electrical devices on stand-by unnecessarily.
- We turn lights off and turn the heating down before we go home.
- We use energy-saving bulbs wherever possible.
- Our kitchens are fully equipped with tableware and we do not use disposable plates, cups or glasses.
- We re-use durable office supplies several times.
- The paper we use is either recycled or from sustainable sources.
- When purchasing new equipment, we consider environmental criteria.

Eco-friendly mobility

- The central location of our office means it can be reached using public transport or on foot.
- We give employees a travelling allowance to encourage them to use public transport to work.
- We take the train whenever possible for out-of-town business appointments.
- We provide a bicycle compound.
- We consider fuel consumption and emission standards when selecting company cars.