

LOBA

**LOBA®**

# Flexilobar + Sustainable

Lobátic

recommendations for  
implementing  
sustainable practices in  
the home office.

LOBA 2024

Hi!

As you know, LOBA is committed to sustainability and has been implementing practices and measures to mitigate its ecological footprint. To this end, it relies on the support of all stakeholders, starting with the Lobátic community.

We encourage all Lobáticos to implement sustainable practices in their remote work environments. Here are our recommendations:

### **1. Setting Up a Sustainable Workspace:**

**Natural Lighting:** Position your workspace near a window to use natural light.

**Energy Savings:** Use energy-saving LED bulbs. Switch off lights and electronic equipment when you're not using them.

**Management of Electronic Device Efficiency:** Set your electronic devices to energy-saving mode.

### **2. Energy**

Just as good energy allows you more activity, creativity, and productivity, so will good energy from renewable sources enable you to work more sustainably.

Check your energy bill and verify the energy sources your supplier uses if it's 100% renewable energy, congratulations! You're contributing to a world with fewer carbon emissions.

If not, ask your supplier or check other suppliers. With almost no effort, you can get better commercial terms while doing the best for the planet. You can simulate the best options here: <https://simulador.precos.erse.pt/eletricidade/>

Don't forget to select the option "Only 100% renewable energy".

### **3. Waste Management:**

**a) Recycling:** Separate and recycle disposable materials such as paper, plastic, and glass, placing them in the appropriate recycling bins by local recycling guidelines.

**b) E-waste:** Electronic waste, or Waste Electrical and Electronic Equipment (WEEE), refers to all equipment that operates through electricity, batteries, or accumulators, which we no longer use and dispose of. It includes devices as varied as screens and monitors, remote controls, mobile phones, and light bulbs, among others, such as chargers or connection cables.

LOBA invites you to bring your electronic waste to our offices. Then, LOBA will request a specialised company to collect and process this e-waste according to the best practices and European legislation.

#### **4. Reduction of Resource Consumption:**

**Water:** Use water mindfully, avoiding waste.

**Paper:** Choose digital formats whenever possible. Reuse old or obsolete prints as scrap paper.

**Energy:** At the end of the working day, switch off all electronic devices and unplug the chargers to increase energy savings.

#### **5. Sustainable Purchases:**

**Office Supplies:** Choose sustainable office materials produced locally. Give preference to products made from recycled materials and energy-efficient electronic equipment, and select items that use recyclable packaging and have environmental certifications.

Additionally, prioritise products with recognised ecological certifications, such as Energy Star, PEFC, FSC, Ecolabel, Recycled 100, Fair Trade, etc. Whenever possible, select items with longer life cycles, repairability, and recyclability at the end of their life.

**Food:** Prefer local and seasonal options, ideally from regenerative agriculture.

#### **6. Sustainable Mobility:**

**Travel:** In adopting hybrid working, we considered the reduction of travel.

However, even when working from home, try to minimise local travel by using sustainable transport methods, such as bicycles, public transport, or car-sharing.

#### **7. Well-Being and Health:**

**Ergonomics:** Set up your workspace ergonomically to avoid posture-related health issues, and join LOBA MOVE every day at 08:54 a.m.

#### **8. Responsible Communication:**

**Emails and Digital Documents:** Prioritise digital communications and the sharing of documents in digital format. Share documents electronically whenever

possible, reserving printing only for essential items. Use emails and electronic communications judiciously to reduce digital clutter.

**9. Responsible Disconnection:**

**Working Hours:** Respect working hours to balance personal and professional life. Engage in sports and other healthy lifestyle habits to maintain your physical and mental well-being.

**9. Active Participation:**

**Feedback:** Share any environmentally preferred innovative products or practices you adopt or encounter in your local environments with LOBA. Feedback on challenges or suggestions for implementing sustainable practices is also welcome.

As a Lobático, by adopting these measures, you will play a fundamental role in creating a more sustainable and responsible work environment, which aligns with our commitment to sustainability. Together, we can make a positive impact on the planet while maintaining efficiency and productivity in our hybrid work model, our Flexilobar.

Thank you!

B Fiercely Positive

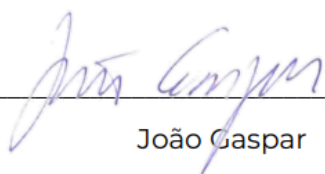
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LOBA

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**thank you.**

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