SUSTAINABILITY BEST PRACTICES GUIDEBOOK

IE Sustainability Office &
Facilities Department

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OUR COMMITMENT



IE University reaffirms its commitment to the environment by implementing an **Environmental Management System** in accordance with the UNE-EN ISO 14001 Standard.

Aware of the impact of its activities, IE promotes sustainable management that benefits both current and future generations.

This guidebook is an essential reference for the entire IE community, ensuring that every action contributes to the protection of the environment.

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What are the objectives of this guidebook?

1.

Awareness

The Sustainability Best Practices Guidebook seeks to educate and sensitize the IE community on the importance of environmental protection and the correct application of the Environmental Management System.

2.

New Habits

Actions are proposed to modify habits, promoting the efficient use of energy, responsible consumption of resources, reuse of materials and proper waste management.

3.

Suggestions

Mailbox for suggestions that will contribute to the improvement of the community.

In addition, you can participate in the Sustainability Townhall, where the Office of Sustainability awards and funds sustainable projects that benefit the community.

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ENERGY CONSUMPTION

BEST PRACTICES TO REDUCE *ENERGY CONSUMPTION*

- **Turn off electronic equipment** when not in use for more than one hour, especially at night and on weekends.
- **Use low power mode** on computing devices.
- **Deactivate unnecessary air conditioners.** Maintain temperatures of 21°C in winter and 26°C in summer.
- Take advantage of **air currents** to cool spaces.
- **Use natural light** whenever possible.
- **Avoid turning off fluorescent lamps** if you will turn them on again in less than 30 minutes, as they consume more energy when they are switched on.

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WATER CONSUMPTION

BEST PRACTICES TO REDUCE *WATER CONSUMPTION*

- Make sure all faucets are **tightly closed** and **check for drips.**
- **Turn off the faucet** while washing hands or brushing teeth to avoid waste.
- If you see a **leak**, notify the **maintenance service immediately** so that it can be repaired.
- **Optimize toilet use**. Use half-flush on dual-flush toilets and avoid using the toilet as a wastebasket.
- **Limit your time** in the gym showers and **turn off the water** while soaping up.



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BEST PRACTICES TO REDUCE THE CONSUMPTION OF *BOTTLED WATER*

Use **reusable bottles:** Carry a stainless steel or glass bottle with you at all times. The tap water on all campuses is of excellent quality and suitable for consumption. Madrid stands out for offering water of **high purity and low mineral content**, which exceeds the standards established by current regulations, guaranteeing its safety for consumption.

- Refill it at the available water stations, thus contributing to the reduction of bottled water consumption and promoting a sustainable lifestyle.

When organizing an event or contracting catering, choose water options in **aluminum** or glass containers instead of plastic bottles.

- This not only helps reduce waste, but also promotes a more sustainable and environmentally conscious approach.

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PAPER CONSUMPTION

BEST PRACTICES TO REDUCE *PAPER CONSUMPTION*

- Photocopy and print **double-sided** to reduce paper consumption.
- **Proofread documents** before printing to avoid errors and waste.
- **Reuse blank** printed sheets for notes or drafts.
- **Optimize documents** by avoiding empty spaces to save paper.
- Read on **electronic devices** whenever possible.
- **Use note and list applications** to avoid unnecessary printing.
- Do not print personal documents or **non-work related material**.
- **Opt for QR codes** instead of printing airline tickets, agendas, appointments, etc.

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WASTE MANAGEMENT

BEST PRACTICES FOR *WASTE MANAGEMENT*

The 3R Rule (Reduce, Reuse and Recycle) promotes three basic actions to reduce waste production and thus contribute to the protection and conservation of the environment.

IE University works with a **waste manager** that facilitates the integrated and sustainable management of its waste. They have zero waste management certification.

REDUCE

- Keep the paper used on one side only, for later use as a draft or dirty paper.
- When the printer warns that the toner is low, shake the toner to completely deplete it.
- Activate the ink saving option when printing.
- Use the right amount of products. By reducing their consumption, the amount of waste generated is also reduced.

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BEST PRACTICES FOR *WASTE MANAGEMENT*

REUSE

When possible, extend the useful life of a product. Before throwing it away and replacing it with a new one, find a way to repair it or put it to a different use.

RECYCLE

It consists of treating waste in order to obtain new products or preserve potentially useful materials, thus avoiding the environmental damage associated with their disposal.

When recycling waste, fold and compress it to save space in the containers and increase their capacity. Segment them according to their nature according to the indications given in the following slides. Remember that, although recycling is important, the ideal is to **avoid unnecessary consumption**.

As for printer toners, deposit them in the containers provided for this purpose.

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BEST PRACTICES FOR *WASTE MANAGEMENT*



Paper

- Sheets
- Notebooks (without rings)
- Newspapers
- Magazines or envelopes
- Boxes
- Cardboard containers.

- Milk or juice cartons
- Plasticized paper
- Kitchen napkins or dirty tissues
- Grease stained papers

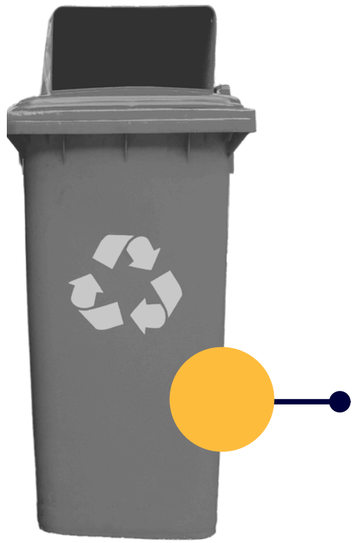
DID YOU KNOW THAT...?

For every ton of cardboard recycled, water consumption is reduced by 85%, energy consumption is reduced by 65%, 73% of air pollution is avoided and 92% of water pollution is prevented.



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BEST PRACTICES FOR *WASTE MANAGEMENT*



Plastic
Cans
Bricks

- Plastic bottles, cans and aerosol cans
- Foil and aluminum foil and trays
- Plastic, metal and metal caps and closures, and metal sheets
- Plastic bags (except garbage bags)
- Bricks and white cork trays
- Plastic containers, e.g. yoghurt containers

- Kitchen utensils, tupperware and plastic buckets
- Laminated paper and aluminum coffee capsules
- Pens, pencil sharpeners or CD and DVD cases
- Medicine containers

DID YOU KNOW THAT...?

With 6 briks a shoebox can be made, 40 plastic bottles can become a fleece lining or 80 beverage cans can be transformed into a bicycle tire.



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BEST PRACTICES FOR *WASTE MANAGEMENT*



Compost

- Food scraps such as fruit or vegetable skins or meat and fish scraps
- Eggshells, shellfish or dried fruits and nuts
- Coffee and tea grounds
- Soiled paper towels and napkins
- Small gardening waste

- Cigarette butts or chewing gum
- Sweeping dust and hairs
- Wet wipes
- Ceramic objects

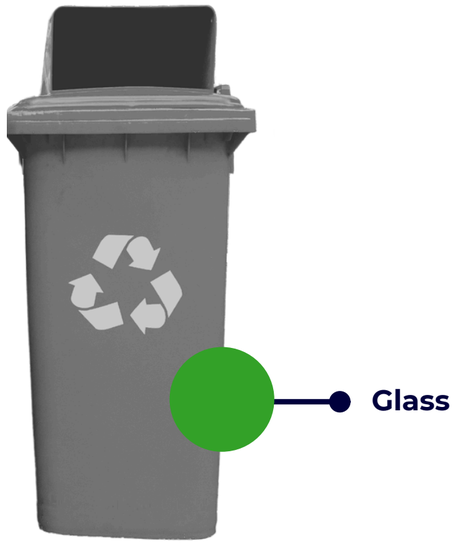
DID YOU KNOW THAT...?

Organic matter can be composted and produce biofertilizers suitable for agriculture. By recycling organic matter we can reduce the formation of methane and other greenhouse gases in a landfill.



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BEST PRACTICES FOR *WASTE MANAGEMENT*



- Glass bottles and jars
- Food jars

- Light bulbs
- Mirrors
- Glasses and tableware

WARNING: It is important to differentiate between glass and crystal. Only glass should go into this container.

DID YOU KNOW THAT...?

Using crushed glass from recycled bottles instead of new materials saves between 20% and 30% e[illegible] for every kilogram of recycled glass, 1.2 kilograms of sand, stone and [illegible]ls a[illegible]



RECYCLING POINTS

We have **different recycling points** distributed in all our centers, where you can deposit glass, batteries, etc.

A **triage area** has been set up at **IE Tower** to separate waste, identifying the materials of its composition in broad terms. At the **other campuses**, the company in charge collects the waste and performs the triage at its facilities. The purpose of this initiative is to achieve more **effective recycling.**

RECYCLING AT IE BUT MAKE IT WES ANDERSON



DID YOU KNOW THAT...?

This fraction of waste that cannot be reused is deposited in landfills. The waste is compacted and deposited in layers covered by soil, and so on until it is saturated. So that the soil is not contaminated, it is made impermeable.

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THANK YOU!

The environment is a common good we should protect. Taking good care of is our duty.

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