



Sustainability Guide for Work & Home

At Lifetime Brands, we believe that intelligent business and environmental responsibility go hand in hand. Our goal is to implement sustainable practices in all facets of our operations and through the actions of our associates.



Recycle & Reduce at Work

Recycle paper, plastics and aluminum cans

All floors have recycling bins for paper and all lunch rooms have receptacles for plastics and aluminum cans.

Print only when necessary

Before printing, ask yourself if it's really necessary. Are you going to throw the paper out immediately after reading it? Can you print just the first page and not the entire correspondence?

Print on both sides of the paper

Most machines have a duplex feature that lets you to print on both sides, cutting down the amount of paper you use by 50%.

Let retailers know you no longer wish to receive their mailings

How much mail do you receive each day that ends up getting thrown out immediately or recycled? Let the retailer know you don't want it anymore or choose the electronic version instead.

Don't forget to shut off lights

Save electricity by shutting off lights when you leave offices and conference rooms. Many rooms have sensors but it doesn't hurt to shut off the lights when nobody is in the room.

Shut off your computer and monitor

Don't forget to shut off your computer and monitor at the end of each day.

Stop buying bottled water

All offices have water filtration systems, so there's no reason to keep buying single-use water bottles.

Carpool and use mass transit

When you have a choice, don't drive alone. If many people are going to the same meeting, take one car or use mass transit to cut down on carbon emissions.

Be vigilant

Continually look for more efficient and "greener" ways of doing things.

Recycle & Reduce at Home

(Many activities listed on the prior page can also be done at home; below are additional things you can do at home.)

Sign up for paperless statements

Most banks and phone companies offer a paperless option; you can get emailed or sign into your account for billing.

Use energy-efficient light bulbs

Fluorescent light bulbs use less energy, last longer and end up costing less than incandescent light bulbs.

Unplug electronics that aren't being used

Electronics that aren't used often should be unplugged to save electricity.

Install a ceiling fan to improve heat and cooling circulation

Ceiling fans are great for quickly and evenly distributing hot or cool air. This is often a better option than turning up the heat or the air conditioning higher than is actually needed.

Insulate your attic

Cool air is often lost in warmer months and hot air in cooler months through attics that are not insulated.

Insulate your hot water heater

Wrapping your tank in an insulating jacket can reduce heat loss by 25%-45%. This will save you money by reducing your energy consumption.

Use a low-flow shower head

These shower heads use considerably less water than regular shower heads.

Use timers or sensors for outdoor lighting

Instead of leaving lighting on all night or forgetting to shut them off before you go to bed, you can use timers and/or sensors to save money and electricity in the long run.

Buy energy-efficient windows

When it's time to replace old windows, choose energy-efficient windows. Aside from saving money on energy, there are also tax benefits.

Compost yard waste and kitchen scraps

Composting returns nutrients to your lawn and garden, and saves landfill space. Plus, the organic matter in compost improves the texture and water-holding capacity of your soil.

Send an eCard instead

eCards are great alternatives to paper cards that will save paper and the cost of postage.

Shopping

Bring reusable bags to grocery stores

Instead of using paper or plastic bags, bring your own cloth bags with you when you go shopping. Some retailers will even give you a discount for bringing your own bags.

Replace old appliances

You can save hundreds of pounds of carbon dioxide and hundreds of dollars on electricity when using Energy Star-qualified appliances.

Buy fresh food

It takes 10 times as much energy to produce frozen food as it does to produce the same amount of fresh food.

Buy products in the largest size you can use (as opposed to individual servings)

This will save you money and reduce waste (small sizes use more packaging per ounce of food).

Eat less red meat

Methane is the second most significant greenhouse gas and cows are one of the greatest methane emitters.

Shop sustainably

You can find where to buy sustainable produce at web sites such as <http://www.eatwellguide.org/i.php?pd=Home>.

Buy from your local farmer's market

Many towns have farmer's markets that sell locally grown produce. Less transportation is required to make these foods available, and by shopping there you're supporting your local community.

Buy a reusable metal coffee filter

There's no need to use a single-use paper filter each time you make a pot of coffee.

Stop using synthetic pesticides and herbicides

Use alternatives to keep your lawn, garden and local ecosystem healthy.

Transportation

Routinely replace your car's air filter

This can improve your car's gas mileage by as much as 10%.

Tune up your engine

A properly tuned engine can improve your car's gas mileage by 4%.

Keep your tires inflated

Inflated tires improve your gas mileage by 3%.

Don't leave an empty roof rack on your car

This can increase fuel consumption and carbon dioxide emissions by 10%.

Buy a fuel-efficient car

When it's time to buy a new car, choose a fuel-efficient one. You'll cut down on carbon emissions and save money on gas.

Join a car pool

This can save a tremendous amount of carbon dioxide emissions and will also save you money on gas.

Take a walk or ride a bicycle

If it's a local trip and the weather is nice, walks and bicycle rides don't harm the environment and are a healthy choice.

Use mass transit when possible

If you have a choice, this is a great alternative for saving carbon emissions.