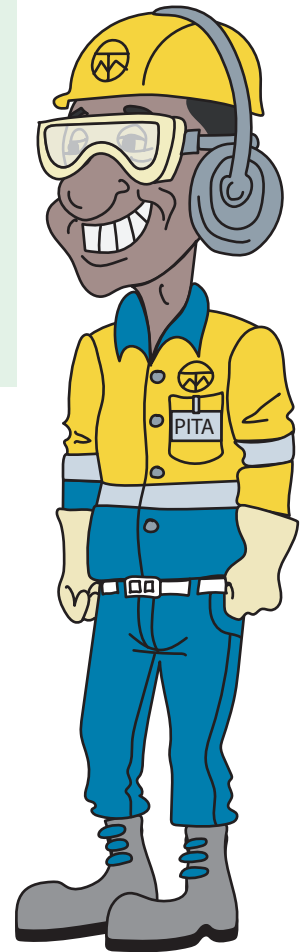


At OTML we use what we need and conserve what we can



DO...

- ✓ Plan work and assess resources needed.
Request and use only what is needed. Minimize waste.
- ✓ Reuse and recycle where possible and economical.
- ✓ Maintain company equipment and property.
Treat it as if it were your own.
- ✓ Provide for the future.
- ✓ We must share resources.
- ✓ Ensure value for money.



- ✗ Over order in case and create waste.
- ✗ Dispose after single use.
- ✗ Mistreat and Misplace.
- ✗ Create unnecessary duplication by being possessive
- ✗ Live solely for today
- ✗ Accept poor quality.

DO NOT...

