

POLICY SAVING AND EFFICIENT USE OF PAPER

As part of the commitment of INSURCOL LTDA, for reduce the environmental impact caused by the activities carried out, in particular, as part of their engagement to saving natural resources, making efficient use thereof establishes the following policy savings and use of paper.

ENGAGEMENT:

1. Insurcol Ltda. promises to reduce their overall paper consumption by 20% compared to the consumption levels of the previous year. This will take a monthly accounting of consumption of different types of paper and will implement an action plan aimed at achieving this reduction.
2. Perform maintenance of equipment such as printers and photocopiers to avoid unnecessary for failures in performance.
3. The labor staff and anyone who uses dependencies Insurcol Ltda. Be informed of good practices using paper that continue within the entity so that they can continue.
4. Insurcol Ltda undertakes to make the selection of recyclable paper in the areas where it originates, making available on the bags according to the color code set in the environment program.

BANNING

5. It is prohibited to print informative purposes emails to the staff of the organization.
6. It is prohibited to print internal documents to a single face in clean, unless the document so requires sheet.
7. It is prohibited to print forms and documents that are systemized and digitized to perform the check and / or file them.
8. it is prohibited the use, copying, and printing paper for personal use.

APPLICATION

This policy is mandatory by all employees of the company INSURCOL LTDA.

MONITORING PROGRAM AND EMPLOYEE ASSISTANCE

To achieve the purpose of this policy, Insurcol Ltda., will have systems to measure, promote, disseminate and ensure compliance with the policy.

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