

Green ICT Practice



Printing and Printers

- All printers used are to be Energy Star certified.
- Printer consolidation policy: reduce the number of single printers and apply networked multifunction devices (MFDs).
- Encourage employees to print both sides of the paper.



Computers

- Utilise energy efficient chips and disk drives for computers used by our personnel and customers.
- Leverage on cloud computing for personal computers and mobile devices such as tablets and smart phones.
- Reduce energy consumption through active power management on computers (standby/hibernate after 10 minutes of inactivity).
- Turn off computers, lighting and cooling systems when not in use.



Data Centres and Servers

- Reduce the energy consumption of data centres by relocating data onto various cloud services.
- Server Optimisation: implement storage virtualisation and capacity management, and convert existing physical servers to virtual servers.



Data Privacy, Confidentiality and Security

- Apply remote access, data transfer and audit trail monitoring guidelines that are in line with ISMS practices as well as the Personal Data Protection Act 2010.



Energy Consumption

- Energy efficient mechanical and electrical systems to achieve optimal efficiency.
- Replacing conventional lighting to energy saving lighting.
- Make use of natural light, automated energy-efficient cooling systems and energy efficient office equipment.



Recycle, Reuse, Reduce

- Utilise recycling bins for paper, plastic and glass waste which are located within the office premise.
- Utilise used paper for claim submissions and for ancillary uses.
- Minimise general waste and encourage alternatives to conventional waste disposal, such as "Bring Your Own" food containers.
- Make use of natural light, automated energy-efficient cooling systems and other office equipment.
- Encourage employees to sort materials before disposal to help lower GHG emissions.



Green Conduct

- Conduct environmentally-conscious and paperless meetings.
- Utilise secured email, thumb drives and cloud services as alternative means of distribution instead of printed copies.
- Encourage video or voice conferencing in meetings to save time and reduce carbon footprint from traveling.
- Use paper brands that are endorsed for their environmental policies and commitment to zero deforestation.