



# Sustainable development commitments

## at the Tourist Office

**The Tourist Office of La Ciotat is committed to an environmental approach and carries out a number of actions in this area on a daily basis.**

### 1/ Lighting and electrical equipment

- We use **LEDs** and **low-energy lamps** for our lighting.
- We have adopted energy-saving measures
- We switch off electrical equipment - PCs and photocopiers - outside opening times and periods
- Lighting is switched on only when necessary and off when the Tourist Office is closed.
- If there is a prolonged absence at a workstation during the day, we systematically switch off our computer workstations
- We adapt the lighting according to the season and weather conditions.

### 2/ Paper management

- We print only when necessary
- We favour **double-sided printing** to limit printing
- We **recycle printed documents** for in-house printing
- We manage stocks in line with visitor demand.
- We work with printers who hold **eco-environmental labels** (PEFC and Imprim Vert).
- We encourage visitors to download our publications from the **website** of the Tourist Office or to receive the requested documentation by email rather than systematically sending it by post.
- We send our mail at the **green letter rate** (more economical and ecological, less CO2 emissions, 48-hour delivery)
- We transport our editions to trade fairs in order to limit shipping costs.



# Sustainable development commitments

## at the Tourist Office

### 3/ Shop

- We offer items for sale exclusively from **local producers and artisans**.

### 4/ Selective sorting and waste management

- We carry out an in-house sorting of products (cardboard, paper) intended for recycling, which we deposit in the containers provided for this purpose, located 50 metres away on Boulevard Anatole France.
- We have installed an **outdoor ashtray** that collects cigarette butts and converts them into fuel for energy production
- We collect **used batteries and small cells**
- We favour the purchase of **eco-environmental products**
- We use **reusable water bottles** or small bottles that we fill as much as we like
- We provide dog excrement bags on request.

### 5/ Getting around

- We encourage **car pooling** and **public transport** to attend meetings and take part in external activities.
- We limit travel for members of staff living outside the conurbation. They have at least one day of teleworking per week.
- We encourage visitors to travel by public transport or bicycle.