

MANUAL OF GOOD PRACTICES

As you know, at 3els we are committed to sustainability, the environment and caring for our surroundings in all areas. In line with this philosophy, we have the [Biosphere certification](#) that leads us to continue improving our habits every day to help create a more sustainable world and life.

For this reason, we would appreciate it if you take into account some good practices:

- Energy saving and efficiency:
 - Take advantage of natural light: in Spain we have an average of 2,500 hours of sunshine per year, enjoy it!
 - Use the air conditioning correctly: for maximum comfort, close doors and windows, adjust the temperature to a maximum of 21º in winter and a minimum of 26º in summer.
 - Optimize transport: use public transport and/or share transport with your colleagues.
 - Unplug computer monitors when not in use.
 - Use the standby mode in moments of inactivity.
- Saving water:
 - Use water responsibly, it is a limited resource.
 - Report immediately if you see any leaks.
- Paper management:
 - Print only when necessary.
 - Always use paper on both sides.
 - Minimizes use of lamination and staples.
 - Throw the unusable paper in the corresponding recycling container.
- Waste management:
 - Use the products that fit your needs.
 - Generate minimal waste and recycle whenever possible.

EXCELLENCE

Remember that for our company to be sustainable we must also continue to offer excellence in each of our services. Our attention to detail is what makes our customers satisfied and has led us to be members of the [Catalunya Premium](#) selection.



Catalunya Premium

PRESERVATION OF THE NATURAL ENVIRONMENT

➤ **ALWAYS leave the garbage in a bin or the corresponding container, follow the environmental regulations and respect the flora and fauna.** ➤

When visiting a beach...

- Don't walk on the dunes. They play a very important role in preserving the environment.
- Be careful not to disturb other users.

When visiting forests or parks..

- Follow the signposted paths.
- Use the picnic areas to enjoy your meals.

When in the city...

- Respect the traffic regulations.
- Respect the rest of the neighbours.

“Take care of the Earth, there is no planet B”



BIOSPHERE
TOURISM



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