

# Green Policy Outline for Media Agencies

Date: [Insert Date]

To: [Agency Name]

From: [Your Name]

## 1. Introduction

This document outlines the green policy for [Agency Name] aimed at promoting sustainability and environmentally friendly practices within our operations.

## 2. Objectives

- Reduce carbon footprint through efficient resource management.
- Encourage the use of sustainable materials in all media productions.
- Promote awareness of environmental issues among staff and clients.

## 3. Sustainable Practices

- Implement digital-first strategies to minimize paper usage.
- Adopt energy-efficient technologies and practices in the workplace.
- Support eco-friendly vendors and suppliers.

## 4. Monitoring and Reporting

Regularly assess our environmental impact and report on progress towards our sustainability goals to stakeholders.

## 5. Conclusion

By adopting this green policy, [Agency Name] commits to leading by example in the media industry, fostering a culture of sustainability.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]