



Part of the Quant **greenDigi**

QUANT
DIGITAL
CLEANING
WEEK STARTS
TODAY

Digital cleaning week included different activities

Townhall meetings and video recordings



User guidelines

How to be a **sustainable** user?



Sharing is caring

- Use Teams and OneDrive to collaborate with your colleagues
- Agree on common location for your files
- Share links and make sure you work in the same document in an efficient manner



Store the files you need

- Make a conscious decision about what you need to save and for how long
- Make it a routine to clean up your files regularly
- Structure your data so you minimize the need for duplicates
- Always ask yourself the question; do I need to save this, and should I share it with others



Communicate in a smart way

- Consider what communication channel to use for different purposes
- Avoid attaching documents in e-mails, rather use links to shared documents
- Reflect on the number of recipients of your e-mail and limit if possible
- Use your Outlook as a message tool, not for storage



Pull the plug

- When working day is over, turn off your computer, your monitors, and other devices
- By turning your computer off when working day is over, we will prolong the life span of the computer
- Every restart of your computer ensures that you get the latest updates from Quant

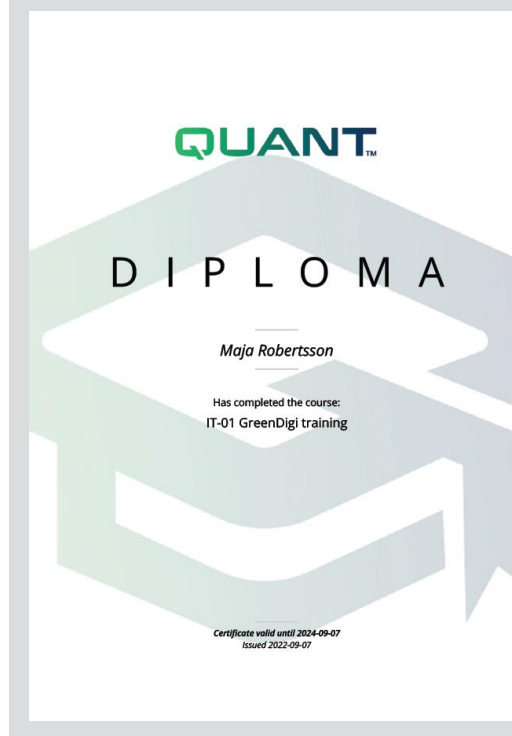


Work in a secure manner

- Use Quant provided cloud services such as OneDrive or Teams to save data securely, not external hard drives or memory sticks
- If it is mandatory to send sensitive information via E-mail, always remember to encrypt the message (Encrypt function in Outlook)

QUANT.

On-line training



Instructions

Links to materials



Digital cleaning- instructions



Sustainable user - Key messages



Quant OneDrive sharing instructions

Wallpaper and screensaver



QUANT™ greenDigi 



- ✓ Two days of **full focus** on digital cleaning
- ✓ **Encouragement** from the management team to allocate time
- ✓ Constantly **monitoring** the storage volumes and give **feedback** to the users
- ✓ Extra **attention** to the user that cleaned the most



greenDigi has shown great gains with quite small effort



Decrease of 5,6% storage volumes *(corresponds to driving approx. 3000 km with an average gasoline car)*

Baseline CO2/user established and agreed objective not to increase

Mandatory training now a part of on-boarding

New initiative for **hardware recycling started** *(...and several ideas have been collected)*

Colleagues **encourage each other** to send links rather than attachments

User community is requesting **additional instructions** on how to utilize tools

Input to **product development**