



A STEP-BY-STEP GUIDE FOR YOUR

MONDAY MUSTER

STAFF
ENGAGEMENT
ACTIVITY

Don't let mobiles go to landfill or gather dust in a drawer. With an estimated 25 million now is the time to get your workplace involved in a Monday Muster! Having recycling programs in place is not only good for the environment but research shows that it is also good for staff morale with three in four employees agreeing that having recycling at work makes them feel better about their employer.



MONDAY MUSTER

What is a Monday Muster?

Every Monday for the month of November as part of National Recycling Week, Planet Ark is encouraging workplaces around Australia to recycle old mobile phones.

Why should my workplace get involved?

Mobile phones contain both valuable and harmful materials. By recycling your old mobile phones, plastics and metals are recovered and recycled and you are reducing potential greenhouse gas emissions.

How do I get my workplace involved?

Simply follow these 3 steps:

1

Choose a date and time to host your Monday Muster

- Make a day out of it and host a morning tea alongside your Monday Muster
- Run a competition
- Reward staff for recycling right

2

Register your Monday Muster here

- Registering only takes a few minutes and you'll get access to resources to promote your activity

3

Promote your Monday Muster

- Use our posters, email templates and activity guide to get your staff excited





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Where do I send the phones?

Items can be sent back to my MobileMuster in the following ways:

REGISTER

to join the program to receive a collection box for your workplace or contact Mobile Muster to arrange a **one-off pickup**. This collection box can stay in your workplace for ongoing mobile collections

DOWNLOAD

a mailing label and returning in a padded envelope via Australia post.

SEARCH

for your nearest drop-off location.

What about my data?

- 1** Disconnect any external accessories
- 2** Back up or transfer files you want to keep to your cloud, Google account or by connecting your phone to a computer. Tip: You can use the Google Photos app to back up your photos.
- 3** Log out of all your accounts such as the Play Store and social media accounts.
- 4** Perform a reset. A reset will erase all the data from your device.
- 5** Remember to remove the SIM card and any external storage such as a micro SD card.
- 6** Instructions can vary between devices and models. If you need help look up the phone manufacturers website.

If your phone is damaged and you're unable to remove the data, no problem. Mobile Muster makes sure all your data is destroyed in the recycling process.



See more data management tips here: www.mobilemuster.com.au/data