

1. **Planning is key. Set achievable targets within your organisation which can be reviewed regularly.**
2. **Ensure that the sustainability message is delivered from the top of the organisation.**
3. **Remember that small changes can make a big difference to the environment and your pocket.**

In the Office

- Switch light bulbs to low energy in lamps and main lights, and use task lighting – you don't need the whole office lit up if only a quarter is occupied.
- Consider solar power where possible.
- Set up a 'Green Office' bulletin board to display tips/articles and previous wins/sample materials and feedback.
- Post signs reminding people to switch off computers and lights and to print double sided (or not print at all!)
- Include a green reminder in email signatures
- Speak to your energy supplier and switch to a Green Tariff.
- Moderate AC/heating if they are on a timer system. Don't leave doors open if it is running. Only heat occupied spaces.
- Roll out a **'Turn It Off' campaign**. Assign a Monitor who at night will make sure that machines, lights and AC/ heating are turned off at the end of the day.
- Use 'A' rated appliances and unplug when not in use.

Printing & Stationery

- Use a minimum of 30% recycled paper, but aim for 100% - there are many brands available.
- Print double sided or on scrap paper *especially for files with a high page count, scripts etc.*
- *Have an 'opt in' policy for paper copies of scripts, call sheets, movement orders and schedules.*
- Use recycled or FSC envelopes, notebooks and stationery only.

In The Kitchen

- Use keep cups and reusable water bottles.
- Install plumbed water coolers or large bottles instead of using disposable bottles. If using paper cups, ensure they are 100% compostable.
- Use proper crockery and utensils. Avoid single use plastics and wrapping. No paper/plastic cutlery, plates or cups. And definitely NO polystyrene!

- If ordering take away, ask if they can avoid using polystyrene containers.
- Use reusable towels rather than paper towels.
- Buy organic and Fairtrade products.
- Use a coffee machine which will take reusable filters instead of individual pods.
- Buy snacks in bulk to reduce packaging and take reusable bags when shopping.
- Use natural and environmentally safe cleaning products – dishwasher tablets, soaps, sprays etc.
- Set up proper waste management with correct bins. Display info signage for proper recycling. Compost where possible.
- Conserve water, avoid running the tap when not required.

Recycling & Waste Management

- Ask suppliers to reduce packaging or use paper instead of plastic packaging.
- Set up visible waste disposal stations throughout the spaces occupied. Include clear and easy to-follow signage for recycling.
- Set up a recycling point for office equipment i.e. Batteries, ink, toner, CDs DVDs etc. and dispose of in an environmentally safe way.

Travel

- Conference call instead of travelling to meetings.
- Schedule enough time at meetings / locations to avoid return visits.
- Consider teleworking / working from home if and where possible using appropriate technology.
- Track your carbon footprint and set targets to reduce.
- Limit air travel and consider tree planting schemes to offset carbon footprint.
- Encourage car sharing and endeavor to travel via public transport or by bicycle.
- Distribute a Green Driving Guide with tips to improve fuel economy and lower emissions.
- Reduce the need for shipping and freighting by sourcing things locally.
- Use bicycle couriers for short trips.
- Chose suppliers/brands which also operate an environmentally aware/friendly policy.