

## Top 10 Tips for Greening Your Organisation

### 1. Measure and Monitor

- The first step towards environmental improvement is understanding an organisation's impact. Monitoring and measuring KPIs will allow an organisation to track the impacts of any initiatives and improvements over time. It may also show key areas that need to be targeted for improvement. Typically, energy consumption monitoring is a good place to start but this can easily be extended to waste production, paper consumption etc...

### 2. Environmental Policy

- A good environmental policy will set objectives and targets for the organisation to aim towards. It should be agreed and signed off by a senior manager to ensure there is top level buy-in and support.

### 3. Implement a Temperature Policy

- Setting a sensible temperature policy that minimises the need for heating in the winter and cooling in the summer can save a lot on your energy costs and associated carbon emissions. The temperature set may vary depending on the nature of the work but for a typical office heating to 20 degrees in the winter and cooling to 24 in the summer provides a comfortable working environment. This measure will also require staff to dress sensibly for the time of year.

### 4. Set up a Green Team

- Having a small group of staff with the responsibility for driving environmental improvement in your organisation will greatly improve results. It spreads the work load and increases the quantity of environmental initiatives that can be proposed and delivered.

### 5. Undertake a Staff Engagement Campaign

- Ensuring staff are engaged with the changes that an organisation is trying to make is vital if they are going to be effective.

### 6. Upgrade Lighting

- As old lighting fails, replace with energy efficient alternatives such as compact fluorescents and LEDs.

### 7. Reduce Paper Use

- Target paper reduction by only printing when absolutely necessary, printing double-sided and dedicating one of the printers for printing on scrap paper.

### 8. Increase Recycling

- Sending waste to landfill is increasingly expensive and creates a number of environmental issues. Looking at the waste produced by an organisation and ensuring facilities are in place to recycle as much of those materials as possible will not only greatly reduce the amount of waste sent to landfill but also reduce the need for using virgin materials to produce goods.

### 9. Shut Down Overnight

- Organisations often use a great deal of unnecessary energy whilst premises are not in use. Ensuring all non-vital energy uses are switched off overnight is any easy way to reduce carbon emissions. This will include switching of lights, PCs, printers, photocopiers, machinery, TV screens etc...

### 10. Green Procurement

- For many organisations, one of the largest environmental impacts they have is through procurement. Working towards green procurement will not only reduce the environmental impact of the organisation but also help to force environmental improvement down the supply chain.