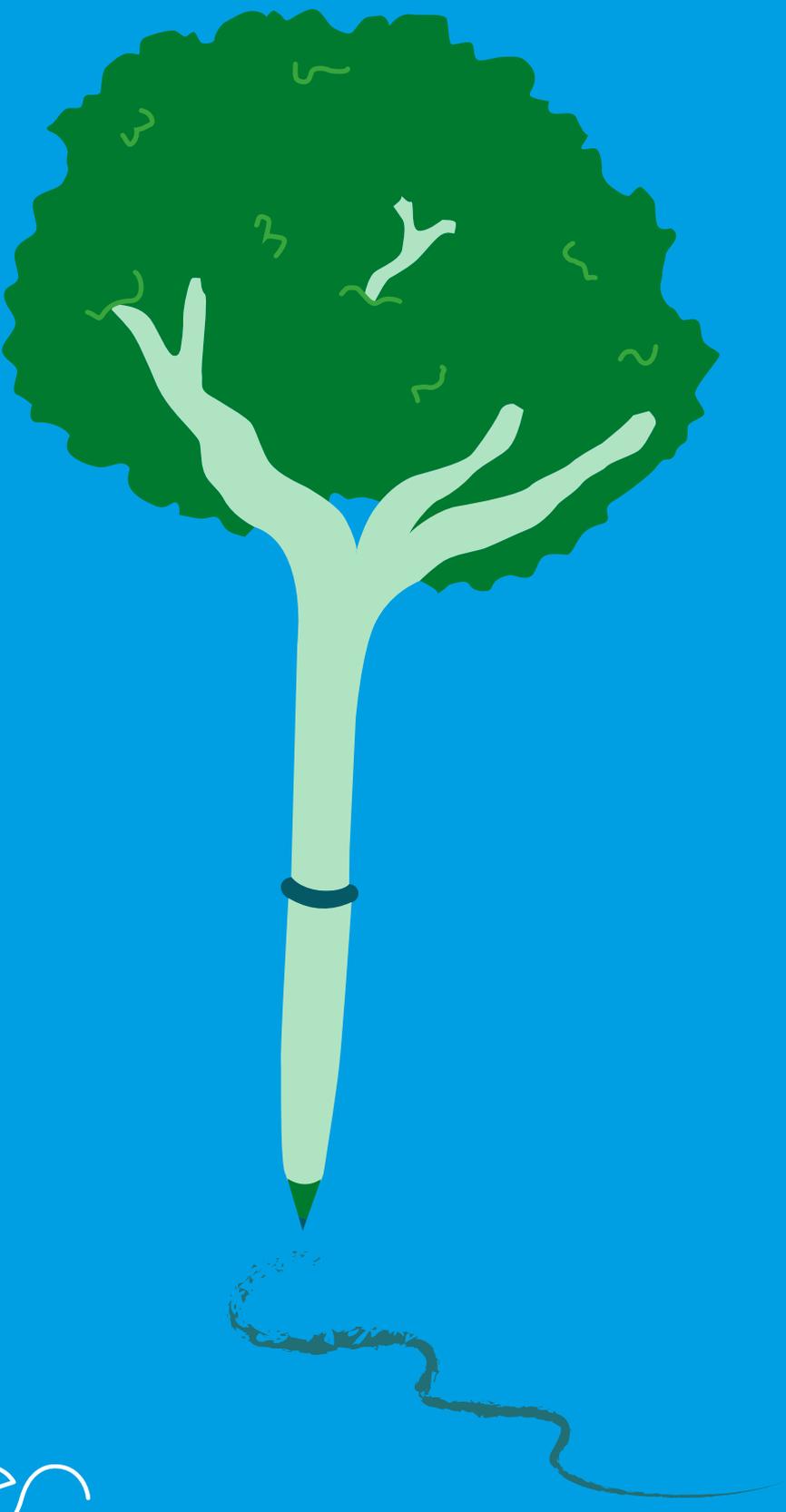


# 10 ways to **Go Green** in your office



# So you want to make your workspace more eco-friendly?

Well...you're in the right place!

We've created a selection of really easy steps to give your workspace a green shake-up. Implement them over time or in one go, just make sure you get your team involved, it will boost morale, beneficially impact their personal footprint, save money and make your business attractive for new talent, especially skilled Millennials.



1.

## Peddle to the people

Imagine the rosy faces of your colleagues as they arrive fresh from an early morning bike ride!

So, why not initiate a 'cycle to work Mondays' scheme on the first Monday of the month. For every person that joins the ride, your company donates a fee to a conservation charity. Simple!

Not only does it get the team engaged but it also massively cuts down on carbon emissions – plus, it helps your companies charity output. There's some great advice about how to promote cycle to work schemes online.

## 2. Go Digital (Obviously...)

Investing in digital marketing over print is an obvious winner! Not only does it give you a much more targeted and cost-effective way to reach your audience but the environment is much happier.

If you haven't already, drag yourselves into the 21st century and go digital with your invoicing and records - this will save you heaps of time, money and sanity!

If you need to print, consider using eco conscious printers. You can get fully recycled brochures, wind powered business cards and biodegradable envelopes pretty easily nowadays, just contact enviral and we will design, print and send them to you – using carbon neutral delivery.

## Did you know?

# 86%

of Millennials want to work for employers who are socially responsible

3.

## Cut Carbs

No don't worry, not your delicious doorstep loaf (we wouldn't dream of denying you that!)

Instead cut your carbon emissions.

By supplying your office from your local area (think local printers, catering, stationary) you can seriously reduce your emissions and you often make great relationships with local traders.

Resist the luring eyes of Amazon prime and go local.



4.

## Rock Down To Electric Avenue

By 2040, only Electric cars will be sold in the UK, so why not be an early adopter and incentivise your staff to make the change sooner rather than later. If you can, why not offer interest free loans for electric cars or change the fleet of company cars to electric vehicles.

Get in touch with your local council and persuade them to install local electric charge points, and have this as a key factor in looking for new office space. business cards and biodegradable envelopes pretty easily nowadays, just contact enviral and we will design, print and send them to you – using carbon neutral delivery.

5.

## Meet Eddie The Eco-influencer!

Meet Eddie? Eddie is your new in office eco-influencer.... Ok it doesn't need to be Eddie, it could be Jane, Rick, Solomon or Sally – but the point here is, allocate staff to be your internal voice for all things green.

Your team members are the biggest influencers within the office place. They often hold the power to get everyone on-board with an idea, from encouraging people to bring in their own mugs to organising car-sharing and doing "Meat Free Monday's".

Give your eco-influencer monthly updates on your ingenious plans for the office and make the role fun! Follow enviral's rule of thumb, if you talk boring, you are boring.

We recommend you educate your superstar eco-influencers, and change the role up throughout the year, whilst rewarding them for creativity, measurement and impact of the plans they put in place. If you are looking for external help in educating your team and initiating green office ideas, we're always here to help with training and consultancy, it's not worth shouting about your ethical success if it's not measured correctly, as people don't like fake news!

## 6. Long Live The Weekend

Have you thought about FOUR x 10 hour days rather than FIVE x 8 hour days?

Your employees could save 20% of time on the road if you offer them a day working from home or a 4 day working week. The extra day can actually boost productivity, and make employees happier. Plus nowadays, the likes of Slack, Skype and Basecamp make it so easy to communicate when you're not in the office together.



## 8. Love Food, Hate Waste.

A staggering £13 Billion of food is chucked in the UK each year. That's enough to fill 8,400 Olympic swimming pools full to the brim!

Free food is never wasted, so try holding a monthly communal lunch where everyone brings in a dish to share.

For the (unlikely) event that there are left overs, why not get a compost bin for food waste, or donate any in-date left over food to your local food bank

## 7. Don't Be Trashy... Reduce, Reuse, Recycle!

We all use paper, but we can definitely do more to implement the three R's!

Buy pads of recycled paper for the office (the less chlorine bleaching the better) and encourage people not to print. If they have to, why not set the printer to double sided and put more recycling bins around the office to reduce waste.



## 9. Place Notes Around The office

Sometimes people just need a little reminder, especially when they're busy at work!

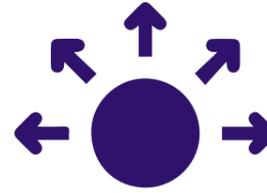
Contact us about our office display stickers or print your own office display cards with friendly and simple eco reminders. It can be an idea to laminate them, so you'll never have to print them again, just remember to put them in the places that matter.

## 10. Deep Dive Into CSR (Corporate Social Responsibility)

Making the world a better place, today and for the future has to be done from the ground up. A lot of the ideas above are great ways to make your office workplace green, but if your operations and core business practices aren't socially or environmentally responsible – the hard work is wasted. CSR is about systemic change, by both institutions and individuals, with a real care and drive about how you conduct your business direction and how you make your profits, not just about how you spend your money.

Many companies feel that donating to charities will right and wrongs in their supply chain or business operations, but this completely loses the point in striving to create a better society. Consumers see through this old mentality, and prefer businesses with transparency, not just businesses looking for a PR boost. We recommend you dedicate a CSR manager to your team to manage your CSR output, no matter how big or small the company is.

Alternatively, just contact us for strategy, implementation and communications.



Did you know?

# 77%

of consumers would be willing to boycott a company if misled by an environmental claim.

## Check List Time:

Here is a little checklist of things that will help you turn your office into a green wonderland:

- Optimized computer energy setting
- New furniture? Upcycle furniture from wooden pallets, Ebay and second-hand office equipment suppliers.
- Place Oxygenating Plants in the Office. Separate Recycling Bins
- Put enviral's Eco Signs Around The Office Premises.
- Put In LED Lightbulbs
- Install Light Sensors
- Put Office & Kitchen Equipment on Timing Sensors?
- Say NO to Disposables, Use Reusable Cutlery, Cups and Utensils
- Have You And The Cleaners Got Non-Toxic Cleaning Supplies?
- Only Use Fairtrade Coffee & Tea?
- 100% No Disposable Sachets & Sauces?
- Buy Supplies In Bulk From Local Suppliers

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